

# Arizona State University Military Activation Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (Printed)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
ASU ID Number

\_\_\_\_\_  
Military Unit

*I, the above named student enrolled at Arizona State University for the \_\_\_\_\_ semester, have been ordered to active duty to participate in "\_\_\_\_\_" Concurrent with my enrollment this semester, I have utilized the following services at the University and wish these commitments to be withdrawn with the appropriate refund, if any mailed to the individual and address listed below. I grant permission to the ASU Veteran Benefits & Certifications Office to work with the ASU offices listed below to facilitate the processing of any appropriate refunds.*

- A copy of my orders is attached.

As of this date, I would like the following action taken on my academic record for the time period indicated above. (Choose one)

- Incomplete (I have spoken with my instructor and am eligible to receive an **incomplete** grade.)  
 Letter grade(s) (I am eligible to receive a letter grade for each of my classes.)  
 I would like a complete withdrawal for the semester.  
 I would like a combination of the above options. Please explain why and specify which option(s) for which courses. \_\_\_\_\_

Please check the boxes identifying current semester obligations:

- Student Financial Assistance (Pell Grant, Scholarship and Student Loans)  
Note: Complete the Military Deferment Request for Student Loans form (only for students with current or previous school loans).  
<http://www.ifap.ed.gov/dpclatters/attachments/GEN0704AttachMilDefReq.doc>
- Student Housing
- Student Fee Payment (tuition paid by sources other than Veteran Promissory Note)  
Note: Partial withdrawal from classes (if determined as appropriate) may not generate a refund of tuition if the remaining hours are 7 or more for resident students or 12 or more for non-resident students.
- Accounts Receivable (tuition is paid by Veteran Promissory Note)
- Parking Services
- Bookstore
- Student Health Insurance  
Note: Complete or partial refund may be available, depending on date of refund request and amount of services used. Contact Student Health for specific details.
- Student Tickets (season tickets to any ASU sports/activities)

Please mail refund check, if any, to: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Instructions for completing Military Activation Forms:

This packet of forms has been put together for students who have received official Military Activation orders and must report for active duty in one of the U.S. Military branches of service. The forms are to be used as follows:

1. **Military Activation Form** – Must be completed by/for anyone who has received a Military Activation.
  - a. For the ASU Bookstore, students must return the books to either the ASU Veteran Benefits & Certifications Office or ASU bookstore, or provide the receipt if books are not available.
  - b. For parking services, students must turn in the decal to ASU's Parking and Transit Office. If the decal is not available, parking services must have a statement from the student stating so. They will then process as lost or stolen.
  - c. If you received financial aid during the semester you were activated, you should contact the Student Financial Assistance Office to determine what impact your activation will have on your student business account.
2. **Military Deferment Request for Student Loans** – to be completed only if the student has received a Military Activation order and also has a current or previous outstanding Student Aid Loan.
3. **Educational Proxy Letter** – completed only if the activated student needs to have someone else act in his/her behalf.

### Return all Military Activation forms to:

	<b>Tempe &amp; Online campus</b>	<b>Downtown Phoenix campus</b>	<b>West campus</b>	<b>Polytechnic campus</b>
<b>In person:</b>	Pat Tillman Veterans Center Memorial Union, Room 75 Office: (480)965-7723	University Registrar's Office University Center (UCENT) Suite 130 Office: (602)496-4372	Veteran Benefits & Certification University Center (UCB) Bldg Rm 120 Office: (602)543-8220	University Registrar's Office Administration (ADMIN) Office: (480)727-1142

**By mail, fax or email:** **Tempe, Online, Downtown Phoenix & Polytechnic campuses:** Pat Tillman Veterans Center, Arizona State University, PO Box 879601, Tempe, AZ 85287-9601 Fax: (480) 965-8198 Email: veteranservices@asu.edu  
**West campus:** Veteran Benefits & Certifications, PO Box 37100, Phoenix, AZ 85069-7100, Fax: (602) 543-8312 Email: w.westvso@asu.edu

If you are a graduate student, it is strongly recommended that you notify the Graduate College and your department of your activation.

### For additional information contact:

ASU Veteran Benefits & Certifications Office, (480) 965-7723 or (602) 543-8220 (West Campus)