Millersville University
A Member of Pennsylvania's State System of Higher Education.
PO Box 1002, Millersville PA 17551-0302
Registrar's Office
Office: (717) 871-5005
FAX: (717) 871-7894
Email: registrar@millersville.edu

MILITARY LEAVE OF ABSENCE FORM

NAME: _____ STUDENT ID # _____

MAILING ADDRESS:
☐ Please check if change of address

_____

_____

_____

PHONE: _____

EMAIL: _____

Undergraduate _____ Graduate _____

Current Enrollment Status
_____Enrolled in _____Term
_____Not Registered

Are you living in a Dormitory?
_____YES _____ NO

Stafford Loan	_____ YES	_____ NO
Perkins Loan	_____ YES	_____ NO
VA Benefits	_____ YES	_____ NO

NOTE: All students requesting a military leave of absence, regardless of the duration must provide a copy of their deployment orders. This does not include students enlisting in the military or going to basic training. This leave of absence is specifically for students who are being deployed overseas or to assist in a national catastrophe.

My last day of attendance at MU is or will be (Date): _____

Anticipated date of return to MU upon completion of military assignment (*orders must be presented prior to being deployed*).

Check one:

_____I will return to class during the current term (anticipated date:_____)

_____I will return to MU for a future term: _____

_____My return date is uncertain, but I will notify the Registrar's Office when I am released.

The Registrar's Office will work with you to make appropriate arrangements for your current classes and your return to MU.

If a course has been sufficiently completed when you are called to active duty, and if you choose not to withdraw from the University, you may work with faculty to complete missed assignments, if possible.

If the extent of your military leave is so long that it is impossible to make up missed class work, the registrar will process a leave of absence for the entire semester, allowing you to return the next semester without penalty. Students returning from a leave of absence for military duty will be given an opportunity to early-register for the next semester, or receive special assistance from the Registrar's Office when they return.

For Financial procedures, please see the Page 2 of this form.

Signature_____ Date _____

OFFICIAL USE ONLY

LOA DATE _____ _____ NOTIFIED INSTRUCTORS

Copy of Military Orders _____

Processed by:_____

Date:_____

_____ COURSES DROPPED
_____ "W" RECORDED
_____ FINAL GRADE WILL BE ISSUED

DISTRIBUTION: REGISTRAR STUDENT BURSAR FINANCIAL AID HOUSEING VA GRAD

Faculty Procedures

1. Faculty are to instruct students to go to the Registrar's Office to receive information about taking a leave of absence for military duty and refunds.
2. Faculty are to work with students to complete missed work when possible.
3. If a course has been sufficiently completed when the student is called to active duty, and if the student chooses not to withdraw from the University, the faculty will award a final grade or an incomplete grade for the course based on the work completed to date. The deadline for Incompletes will be suspended indefinitely for students on a military leave of absence.

Student Procedures

1. Students who are being deployed much contact the Registrar's Office for assistance with arranging leave of absence and their subsequent return to the University.
2. **A copy of the student's military orders must be presented to the registrar prior to being deployed.**
3. Students who expect to return to class within the semester to complete their course work, or who are called to duty after completing a significant part of the course requirements, should contact their faculty regarding missed work.
4. Students who cannot complete the current semester will be granted a leave of absence for military duty and will be allowed to return for the next semester without penalty.

Registrar Procedures

1. The Registrar's Office will keep a list of students who officially notify the registrar that they are being called to active duty. Students must present a copy if the military orders for verification.
2. The Registrar's Office will notify student's instructors that they will be absent from class indefinitely due to military duty.
3. The Registrar's Office will notify other administrative offices, including Financial Aid, Bursar and Housing, of the student's status.
4. If the extent of the military leave is so long that a student finds it impossible to make up missed class work, the registrar will process a leave of absence for the entire semester. This would allow the student to return the next semester without penalty.
5. Students who take a leave of absence for military duty will be given an opportunity to participate in early registration for the next term, or receive special scheduling assistance from the registrar when they return.
6. The deadline for Incompletes will be suspended indefinitely for students on a military leave of absence.

Financial Information

1. Student Reservists and National Guard members who are called to active duty and choose to withdraw will receive a 100% refund of tuition per SSHE BOG policy 1983-19-A as amended 10/18/1990 to accommodate Desert Storm reservists. Students who choose to complete some courses and not others will receive a partial refund for the portion of their schedule that cannot be made up.
2. The General Fee will be refunded in accordance with the same policy as tuition.
3. Room and board payments will be refunded if the student chooses not to complete his/her course work. If the student chooses to complete the course work, and is required to leave campus, room and board payments will be refunded on a prorated basis.
4. Financial Aid adjustments will be handled on an individual basis. However, student aid recipients who withdraw from school because they are called to active duty, or are otherwise affected by mobilization or terrorist attacks, will not be required to return grant funds they received for books and living expenses. The U.S. Department of Education has directed lenders and colleges and universities to provide relief from student loan obligations by postponing student loan payments for borrowers during the period of the borrower's active duty service.