

Date _____

Name of College

Address of College

City/State/Zip

RE: Refund of Tuition and Waiver of Fees due to Military Service

Student Name

SSN

Dear College Administrator:

Please be advised that on _____ (Date) I will begin a period of active duty with the United States Army. A copy of my military orders and/or a letter from my Company Commander is/are attached for your records.

I have been advised by my military legal assistance officer and the base training manager that the U.S. Department of Education issued guidance to colleges and universities strongly encouraging them to provide a full refund of tuition, fees, and other institutional charges to those students forced to withdraw from school to fulfill their military obligations. Student aid recipients called to active duty are not required to return financial aid funds they received for books and living expenses. Additionally, the Department urged easy and flexible re-enrollment options for affected students. A copy of the guidance is enclosed for your review.

Please cancel my _____ term enrollment and waive all charges incurred for this term. I hope to return to classes as soon as I am released from active duty.

If you have any questions, please contact the Minnesota Army National Guard Legal Assistance Office at (651) 282-4915. Thank you for your anticipated cooperation in this matter.

Sincerely,

Your Printed Name w/Signature Above It

Address

City/State/Zip

Encl.