



# Military Leave of Absence Request

## Cloud County Community College



To request a leave of absence from courses due to military service, please complete this form and submit it, **along with a copy of your orders**, to your campus VA representative. See back page for important information.

### A) Student Information:

Name: \_\_\_\_\_  
 Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### B) Service Information:

Type of service (select one):     Active Duty         Inactive duty training         State service  
 Length of service (select one):     Short period of military duty (2 weeks or less)  
     Extended Period of military duty (more than 2 weeks)  
    MLOA Start Date: \_\_\_\_\_ MLOA End Date: \_\_\_\_\_

### C) Academic Information:

Please visit with each of your instructors and your academic advisor regarding your classes.  
 Indicate your plan for classes below:

- I wish to withdraw from all courses.
  - You *must* complete a Total Drop/Withdrawal form in your iCloud student account.
  - The full amount of tuition, fees, and textbooks for the applicable semester *will* be refunded.
  
- I wish to request Incomplete grade(s).
  - You *must* complete an Incomplete Grade Contract for each class you are enrolled in.
  - The full amount of tuition, fees, and textbooks *will not* be refunded (unless or until the Incomplete Grade requirements are not fulfilled due to the military service obligation).

How can we contact you during your MLOA:     Email     Phone     Other: \_\_\_\_\_

**Reminder: A copy of your active-duty orders must be submitted with this form!**

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

\_\_\_\_\_  
 Date

#### FOR OFFICE USE ONLY:

\_\_\_\_\_  
 School Official - printed name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 School Official - signature

\_\_\_\_\_  
 Date Received

<p><b>Forms received:</b></p> <p><input type="checkbox"/> Copy of military orders</p> <p><input type="checkbox"/> Total Drop/ Withdrawal form</p> <p><input type="checkbox"/> Incomplete contract(s)</p>
--



# Military Leave of Absence Request

## Cloud County Community College



### **Important information regarding your military leave of absence (MLOA):**

- CCCC adheres to P.L. 117-328 (§ 3691A) and the Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 (§ 1018).
- Any student requesting a military leave of absence must complete this form and submit it, along with a copy of their military service orders, to their campus VA representative or the SCO. Copies of their total drop/withdrawal form or incomplete contract(s), whichever is applicable, will be available to the VA representative.
- See CCCC Policy E19 for full information.

### **Total Drop/Withdrawal option:**

- A student choosing to complete a total drop/withdrawal must complete the online form via their iCloud account and adhere to any existing requirements for a total drop/withdrawal. See Policy D5 for more information.
- A student who completes a total drop/withdrawal due to a MLOA will receive a full refund of tuition, fees, textbooks, and supplies in accordance with P.L. 117-328 (§ 3691A).

### **Incomplete Grades option:**

- A student who chooses incomplete grades must adhere to any existing requirements for Incomplete Grade contracts. See Policy D3 for Incomplete Grade information.
- A student pursuing Incomplete Grade contracts will not initially be issued a refund for tuition, fees, textbooks, or supplies.
- Any student unable to complete the instructional requirements in the timeframe allotted for a grade of Incomplete will have their grade changed to an administrative withdrawal. All tuition, fees, textbooks, and supplies will be refunded accordingly upon administrative withdrawal. See Policy D21 for Administrative Withdraw information.

### **Return to program:**

- A student returning to their educational program after their MLOA should contact their campus VA representative as soon as reasonably possible. Policy E2 will be followed for readmission.