

Students Called to Active Military Duty Withdrawal Process

In the event that you believe you will be called up to active duty please familiarize yourself with the following information to ensure you can manage your academic progress appropriately and not be unnecessarily penalized. The staff at the Veteran and Military Center is committed to assisting student through this process. *If you need assistance or guidance, please reach out to the VMC at vmc@wright.edu or call 937-775-5550.*

AT/TDY: This process is NOT appropriate for use with Annual Training (AT) or TDY orders, *unless* predicted times of training are changed with little notification. If you receive unanticipated TDY for a time period of two weeks or less, please visit our office prior to withdrawal.

Standby Notification: It is possible that prior to receiving your activation orders you will be placed on Standby or some other form of communication preparing you to deploy. For WSU institutional purposes, only Official Orders can serve the requirements to withdraw with all of the protections included below. In the event that you receive notice of a *potential* deployment please:

DO NOT: Withdraw from classes.

DO:

- Reach out to your professors to share that this MAY happen. This will give you both time to prepare. Inform them to the *best of your ability* about the likelihood of a possible deployment.
- Keep going to class.
- Review this checklist to prepare for the possibility of receiving actual orders.
- If you have ANY concerns please come to the VMC and we will help address them.

Receipt of Orders for Deployment

If you are called to active duty or activated through the Reserves, National Guard or TDY, you are encouraged to consider withdrawing from all Wright State University courses. This is due to the anticipation that you may be required to serve for up to 24 months and it could be impossible for you to try and continue your coursework from afar and be a successful student.

You may contact the Veteran & Military Center (VMC) for a case-by-case evaluation as needed. Depending on the time of the term, your course workload, percentage of work completed, professional judgement will be exercised and you may be advised to withdraw or remain enrolled in some of your courses. For instance, if your orders are for a time at the end of the semester it *may* be possible for you to receive incompletes or a grade based on the work already completed. This is part of the conversation you will have with your professors. Please note that **every** professor may approach this dilemma differently depending on any number of factors that may include the subject matter, external accrediting bodies, sequence or “stacking” of learning, and so on.

Withdrawal Process

Step 1 (Withdraw):

Important Numbers:

Veteran & Military Center 937-775-5550
Raider Connect (Registration, Financial Aid, Student Billing) 937-775-4000
Undergraduate Admissions 937-775-5700

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It is suggested that you have an electronic and hard copy of your orders prepared prior to engaging in any of the below activities.

- Withdraw from courses through Wings Express or in-person at [Raider Connect](#).
- Send a short email notice to your academic advisor. Attach a copy of your orders to the email.
- If dropping after the 100% refund date, complete the [Refund Petition](#) with a copy of your military orders. Your orders will suffice as a narrative. Petition information will be sent via email to you and your academic advisor. Petitions for refund due to Military Activation are considered separately from other petitions to streamline process.
- If using GI Bill, submit an [add/drop card](#) to the VMC. Provide a copy of your military orders.

Grades: Withdrew (W)—students may drop a class or withdraw from the university based on the university's approved academic calendar available on the following University Web page (<http://www.wright.edu/registrar/academic-calendars>). A (W) may also be assigned on the basis of a successful petition to withdraw. This is a non-punitive grade and does not impact GPA. For impact on your financial aid see <http://www.wright.edu/raiderconnect/financial-aid/satisfactory-academic-progress>

Step 2 (Refunds):

If you have a credit balance and do not have financial aid nor a third party sponsor (i.e. Ohio National Guard Scholarship, Post 9/11 GI Bill or Tuition Assistance), a refund will be processed. Refunds will be sent to the direct deposit account on file with Wright State University or a paper check will be mailed to your home address in the university system.

Step 3 (Financial Aid): Your withdrawal of courses will trigger the Office of Financial Aid to begin the financial aid adjustment process also known as the Return of Title IV Funds.

Make sure to talk with a representative at Raider Connect if you have questions about your financial aid. P: 937-775-4000; Email: RaiderConnect@wright.edu

- To learn more about the Return of Title IV Funds process, go to <http://www.wright.edu/raiderconnect/financial-aid/enrollment-changes-and-return-to-title-iv-r2t4-for-federal-student-aid>. You will receive written notification about the outcome of this process and your next steps.
- The university may prorate your tuition and other university charges based upon the time of your withdrawal, to learn about the tuition/fee refund policies, go to: <http://www.wright.edu/raiderconnect/accounts-and-bills/refunds>
- If you are called to active duty service for longer than 30 days, and have Federal Direct Student Loans, you must complete exit counseling. To complete this process go to <https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=exit>. You will use your FSAID to complete this process.
- If you are called to active duty service for longer than 30 days, and have Perkins Loans, you must complete Exit Counseling. To complete this process, go to: <http://borrower.ecsi.net/>

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- To avoid entering repayment on your student loans, we recommend that you complete a deferment request for Active Duty Military Service. To complete this process, you must contact the loan holder:
 - Federal Student Loans: <https://studentloans.gov/myDirectLoan/formLibrary.action>
 - Perkins Loans: <http://borrower.ecsi.net/>
 - Check the status of all of your loans at NSLDS: https://www.nsls.ed.gov/nsls/nsls_SA/
- Understand your SAP (Satisfactory Academic Progress) Status and the impact of withdrawing from classes: <http://www.wright.edu/raiderconnect/financial-aid/satisfactory-academic-progress>
- Make sure to talk with a representative at Raider Connect if you have questions about your financial aid.

Auxiliary Services: For those students using Residence Life, Student Health and/or Legal Services, each unit operates independently of the WSU. Below is the procedure to follow up with those services on campus.

Step 4: Residence Life and Housing, Dining Services Meal Plans and Parking

If you are resident living in WSU Housing and are deployed, please provide housing an appeals packet with a copy of your orders.

- <http://www.wright.edu/sites/www.wright.edu/files/page/attachments/Release-Request-from-Campus-Housing-Agreement-and-Room-Charges.pdf>

Your bill will be pro-rated to the day of your departure. Also, be sure to return your keys to the housing office (in person or in the drop-box). Contact information: Phone: (937) 775-4172; email: housing@wright.edu

Dining Service Meal plans: A meal plan refund request form can be picked up from the Hospitality Services office in W006 Student Union M-F 8:00am-4:30pm 937-775-5633.

Parking Service Parking permits: A parking refund request must be made in person at 065 Allyn Hall M-F 8:30-5pm 937-775-5690.

Step 5: Student Health Services

For those student using Wright State University Student Health Insurance, please send a copy of your UID and your orders to Robert.Fox@wright.edu or call 937-775-2331.

Step 6: Student Legal Services

For those students who have paid for Student Legal Services, your fee will be refunded if you have not used the service that semester. Call 937-775-5857 or email studentlegalservices@wright.edu with a copy of your orders.

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Re-Enrollment Process

Once you know you are returning from active duty or activation status, these are your steps:

Note: students that have been out-of-school for more than 3 consecutive terms, will need to contact Undergraduate Admissions to be updated.

Step 1 (Registration): Contact your academic advisor for course options. Register through Wings Express or in-person at [Raider Connect](#). If using GI Bill benefits, complete a [Veterans Enrollment Report](#) and submit to the VMC.

Step 2 (Financial Aid): If you plan to return to WSU within the same academic year, your financial aid may remain in place for the next semester. However, if you do not return within the same academic year, you must file a new FAFSA by the priority deadline and complete all financial aid processes as requested. Here are helpful links to help you understand the financial aid process:

- Helpful Information: <http://www.wright.edu/raiderconnect/financial-aid/what-you-need-to-know>
- Deadlines: <http://www.wright.edu/raiderconnect/financial-aid/important-dates>
- Filing the FAFSA: <http://www.wright.edu/raiderconnect/financial-aid/file-your-fafsa>
- Completing the Verification Process (if required): <http://www.wright.edu/raiderconnect/financial-aid/fafsa-verification-process>
- Accepting/Declining Financial Aid Awards: <http://www.wright.edu/raiderconnect/financial-aid/access-your-award-notice>
- Satisfactory Academic Progress (SAP): <http://www.wright.edu/raiderconnect/financial-aid/satisfactory-academic-progress>

Step 3: Auxiliary Services (Residence Life, Student Health, and Student Legal):

- Residence & Meal Plans (937-775-4172)
- Student Health Insurance (937-7752552)

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Undergraduate Admissions 937-775-5700