



# 2024-25 Call to Active Duty Appeal Form

Name: \_\_\_\_\_ eNumber: \_\_\_\_\_

In accordance with Illinois Statute (330 ILCS 60/5.2), students who are called to active military service have the right to receive a refund of tuition and fees applicable to their registration when called to duty for a period of seven or more consecutive days.

Note that students with Title IV financial aid who withdraw due to active duty military orders are still subject to Return to Title IV calculation procedures. This may lead to a portion of your federal financial unearned aid being sent back to the Department of Education, which could result in a balance owed to the school. For more information on Return to Title IV calculations and procedures, email [sfs@elmhurst.edu](mailto:sfs@elmhurst.edu) or call 630-617-3015.

To withdraw, you must complete the Withdrawal Form through Registration and Records. For assistance, contact [regrec@elmhurst.edu](mailto:regrec@elmhurst.edu) or 630-617-3250

## **SECTION I: TERM INFORMATION**

Term appealing:

\_\_\_\_\_ Fall 2024      \_\_\_\_\_ Spring 2025      \_\_\_\_\_ Summer 2025

## **SECTION II: ACTIVE DUTY ORDERS**

Along with this form, you must also include a copy of your active duty orders. These orders must specify the date for which you must report.

## **SECTION III: ADVISOR ACKNOWLEDGEMENT**

You are required to communicate your intent to withdraw to your academic advisor, as well as discuss the academic implications should you wish to return to Elmhurst University. If you wish to make other class arrangements during your service, please include an explanation of these arrangements attached to this document.

\_\_\_\_\_  
Academic Advisor Signature \_\_\_\_\_  
Date

## **SECTION IV: STUDENT ACKNOWLEDGEMENT**

By signing below, you acknowledge that you agree to withdraw from Elmhurst University due to an active duty assignment. Should you wish to re-enroll at Elmhurst University following your service, please contact Valry Koran at [valry.koran@elmhurst.edu](mailto:valry.koran@elmhurst.edu) or 630-617-3079 prior to enrolling.

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

<b>For Office Use Only</b>
FA _____
SA _____