



MADISON COLLEGE

Military Activation/Deployment Checklist

Students deployed, ordered or inducted into active service in the armed forces of the United States or requested to work for the federal government during a national emergency or limited national emergency may submit a Military Activation Checklist.

The following must be submitted by the student or person in possession of power of attorney for the student prior to the last day of the current term:

1. Completed and signed Military Activation/Deployment Checklist;
2. A copy of the student's active duty order to substantiate military activation;
3. Legal documentation of power of attorney (required only for requests submitted by power of attorney on the student's behalf).

POSSIBLE IMPACT RESULTING FROM A MILITARY ACTIVATION WITHDRAWAL:

Tuition and Fee Refund

Students activated during a term who are prevented from completed classes, may submit a separate [Extenuating Circumstance](#) application. Madison College will provide the maximum possible refund of tuition and fees to students deployed, ordered or inducted into active service in the armed forces of the United States, or who are requested to work for the federal government during a national emergency or a limited national emergency, and who are required to withdraw from classes.

Refunds are determined on a case-by-case basis, and according to the [Wisconsin Technical College System \(WTCS\) Refund Policy](#). Refunds will be sent in the form of check by mail to the student. If the refund is to be mailed to an address other than a permanent address, please provide this information in addition to the checklist.

Book refunds are determined by the Madison College Bookstore on a case-by-case basis. Please contact the [Bookstore](#) directly and be able to provide the books, purchase receipt and copy of activation orders, or include them with this form.

Financial Aid

Tuition and fee refunds will first be directed to repay Federal Financial aid, should a [Return of Financial Aid](#) be required. In some cases, Madison College is required to utilize a portion of tuition and fees refunded to reduce the student's loan debt. Madison College will repay the institution and student portion of Federal grants.

Classes withdrawn due to activation will not be counted as credits attempted and will not adversely affect [Satisfactory Academic Progress](#).

Students who received loans should contact the [National Student Loan Data System \(NSLDS\)](#) at (800) 433-3243 for assistance with determining the correct type of loan deferment or forbearance. Should the student be unavailable to contact NSLDS, a person in possession of power of attorney may initiate contact.

Program Readmission

Madison College will provide priority readmission to students who are deployed, ordered or inducted into active service in the armed forces of the United States, or who are requested to work for the Federal government during a national emergency or a limited national emergency.

Re-entry into the student's previously active program will take place upon the student's request effective the next available semester. Students requesting re-entry must submit the [Program Readmission After Military Activation/Deployment](#) form along with a copy of their deployment papers or their most recent DD214 Form to substantiate military activation or deployment. Students requesting admission to a new program of study must submit an online [application for admissions](#).

Veterans Educational Benefits

Madison College Veterans Services will submit a Change of Student Status (VA Form 22-1999b) effective the date of your withdrawal request indicating the student has been ordered to active duty. The Department of Veterans Affairs will stop your benefits effective the date of withdrawal.

Academic Impact

Students are strongly encouraged to meet with a counselor or program advisor to discuss options. Potential completion of coursework may be discussed with instructors.



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INSTRUCTIONS - This form is to be submitted by the student or person in possession of the student's power of attorney to notify Madison College of military deployment or activation during the current term.

STUDENT INFORMATION:

Last Name _____ First Name _____ Middle Initial _____

Student ID _____ Telephone _____

Address _____ City _____ State _____ Zip Code _____

Academic Year _____ Term Fall Spring/Interim Summer

Did you receive financial aid for the identified term? Yes No

Did you receive veterans benefits for the identified term? Yes No

CHECKLIST:

The following must be submitted by the student or person in possession of power of attorney for the student prior to the last day of the current term:

- Completed and signed Military Activation/Deployment Checklist.
- Textbook(s) and corresponding Madison College Bookstore purchase receipt(s), if seeking a refund.
- If activation/deployment occurs during a term and prevents completion of classes, complete and submit an [Extenuating Circumstance](#) application.
- A copy of the student's active duty order to substantiate military activation or deployment.
- Legal documentation of power of attorney (for requests submitted by the student's power of attorney only).

Student Signature _____ Date _____

Or: **Power of Attorney Signature** _____ **Date** _____

Power of Attorney Name _____

Requests submitted by the student's power of attorney requires submission of court documentation of possession of power of attorney at the time withdrawal request is submitted.

Please sign and submit completed checklist along with documentation in-person to the Truax Enrollment Center - Room A1000, Downtown Enrollment Information Center - Room D117, or any Regional or Metro Campus Office; or submit by mail or fax to:

Address: Veterans Services
Madison College
1701 Wright Street
Madison WI 53704

Fax: (608) 243-4353

Please allow up to 15 business days to process a Military Activation/Deployment Checklist. Checklists are reviewed in order they are received.

Questions? For assistance with this form, search FAQs or submit a question on [askMadisonCollege](#), or contact the Enrollment Center by phone at (608) 246-6210 or in person at Room A1000, Truax.

<i>Veterans Services Use Only:</i>		
Staff Name _____	Staff Title _____	Date Processed _____