



Indiana University South Bend

Office of the Registrar

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South Bend, IN 46634-7111
Phone: 574-520-4451 Fax: 574-520-4868

ACTIVE DUTY RESERVES UPDATE FORM

Reserves called to Active Duty may withdraw from all courses and receive 100% refund, or receive an incomplete or final grade in the courses taken. Either alternative may occur anytime during the semester through the end of final examinations.

Please indicate your option:

Withdrawal from ALL SUBJECTS

Please note: Students receiving financial aid will be subject to the refund policies as provided for the agencies sponsoring the aid.

Incompletes for ALL SUBJECTS

Please note: Permission of instructor is required.

Final Grade for ALL SUBJECTS

Please note: This is processed with the permission of the instructor and is based on progress in class.

Student's Name: _____
Last First Middle Initial

Student ID #: 000- _____ - _____ Students School: _____ Semester: _____ Year: 20 _____

Students Signature or *Representative _____
(*Complete information in box below)

Branch of Service: (PLEASE CIRCLE ONE.) Air Force Army Marines Navy Other _____
Specify

Unit of Assignment: _____

Point of Contact: _____

Contact's Telephone Number: _____

Date and Time to Report: _____

(Student or Representative is required to provide a copy of the orders.)

Representative: _____	E-mail: _____
Relationship: _____	Home Phone: _____ Cell: _____
Address: _____	
Street	City State Zip Code

For Office Use Only:

Phone Call _____ Personal Contact _____ Other _____ IUSB Representative _____ Date _____

PAPERS MAY BE FAXED TO 574-520-4868

Distribution _____ by _____ VA (complete set) _____ Bursar (complete set) _____

Linda K (Schedule conf & WD) _____ Student (Schedule Confirmation & Withdrawal Form) _____