

# HILBERTCOLLEGE

## Military Leave of Absence (MLOA)

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Student ID

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Last Name

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First Name

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### MLOA Requirements:

- Students must include official orders or a memorandum from their commander.
- A completed form with required documents attached must be signed by the Veteran Services Coordinator, and submitted to the Registrar/VA Certifying Official.
- If you are unable to submit the MLOA in person, you may email an electronic copy of the completed form with your orders/memorandum to the Veteran Services Coordinator.

**Term Leave Begins**    ☐ Fall    ☐ Spring    ☐ Summer    **Year:** \_\_\_\_\_

**Term of Anticipated Return**    ☐ Fall    ☐ Spring    ☐ Summer    **Year:** \_\_\_\_\_

**Are you currently using Financial Aid and/or VA benefits?**    ☐ Yes    ☐ No

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**Student Signature**

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**Date**

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**Veteran Services Coordinator Signature**

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**Date**

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### Returning from MLOA:

To return to Hilbert following active duty, students should provide release from duty documentation. A student granted Military Withdrawal or Leave of Absence will have up to one year follow completion of service to return to Hilbert College with no loss of educational status or Hilbert College provided financial resources.

### Additional Information:

This form will serve as an official withdrawal from all courses. Students who are granted a Military Withdrawal will not be charged tuition for the semester of withdrawal and will receive a refund of any tuition payments made that semester, and will be removed from all courses with no credit and a notation of Military Withdrawal (MW) on the transcript. Room and meal plan refunds will be pro-rated based on the number of weeks the student was enrolled in school.

### Office Use Only

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Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_