

## SAMPLE LETTER TO COLLEGE ADMINISTRATORS

Date

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Name of College

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College Address

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City/State/Zip

Dear College Administrator:

I, \_\_\_\_\_, SSN: \_\_\_\_\_ request cancellation of my <school term> enrollment and that all charges incurred be waived for this term. The reason for this request is the activation of my <NG/Reserve unit> for <reason for mobilization>. A copy of my order to active duty is attached.

The U.S. Department of Education issued guidance to colleges and universities strongly encouraging them to provide full refunds of tuition and other institutional charges to those students forced to withdrawal to fulfill their military obligation. Furthermore, the <Education Office> has issued guidance to <state> National Guard units concerning those individuals enrolled in college under the <state> tuition assistance program (where applicable). To discuss this guidance, please contact the Education Office at <telephone/email>

Thank you for your consideration in this matter and I hope to return to classes as soon as I am released from active duty.

Sincerely,

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Soldier's Signature

Enclosure  
Soldier's Orders  
<state>

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Printed Name of Soldier

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Soldier's Street Address

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City, State, Zip