

STUDENTS CALLED TO ACTIVE DUTY

Before you leave:

- **Notify** the college, instructors, Veterans Benefits Certifying Specialist and Financial Aid office.
- **Present** your original Deployment Orders to the Student Service Center. Copies will be made and submitted to the Admissions Office and Veterans Benefits Certifying Specialist.
- **Complete** the Schedule Change form to officially withdraw. Forms may be obtained at the Student Service Center.
- **IMPORTANT:** Do not withdraw from classes until you have Deployment Orders.

*Lakeland will refund 100% Tuition & Fees paid for the Semester in which the student withdraws.

Alternate Options:

- **Final Grade:** An instructor may assign an appropriate final grade to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated a sufficient mastery of the course material.
- **Incomplete Grade:** Submit an incomplete grade form to the instructor for consideration. Forms may be obtained at the Student Service Center.

Financial Aid Recipients:

- **Contact** the Financial Aid Office 440.525.7070 or finaid@lakelandcc.edu or an Enrollment Support Specialist at the Student Service Center.