

Veterans: Drop/Withdrawal – Mitigating Circumstances

Registrar–Veterans, 003 Wilder Tower, University of Memphis, Memphis TN 38152-3520 / Ph: 901.678.2996 / Fx: 901.678.1425

You are responsible for ALL debts resulting from corrections, reductions or terminations of your enrollment even if the payment was submitted directly to the school on your behalf.

If you drop courses or withdraw after the drop/add period and receive a non-punitive grade (ex., W), Veterans Affairs (VA) is required by law to retroactively stop your payments to the beginning of the term - just as if you never attended. Any benefits paid from the beginning date of the term will be considered an overpayment, and a debt may be established.

However, if you provide acceptable mitigating circumstances or reasons that caused you to drop or withdraw that were outside of your control and prevented your continuing in school or caused you to reduce credits, you will only be responsible for paying back any money paid for the period of time after you stopped attending rather than paying back all the benefits from the beginning of the term that VA paid for the dropped courses.

Name: _____ U-Number: U _____
(First) (MI) (Last)

I was forced to drop or withdraw from courses due to mitigating circumstances beyond my control during this term/year: _____ / _____ (ex., Fall / 20YY).

Specifically, I withdrew because of:

Personal illness or injury suffered during the enrollment period.

An illness or death in my immediate family.

An unavoidable change in the conditions of my employment.

An unavoidable geographical transfer resulting from my employment.

Immediate family or financial obligations beyond my control that required me to suspend pursuit of the program of education to obtain employment.

Discontinuance of the course by my school.

Unanticipated active military service (includes active duty for training).

Unanticipated difficulties w/childcare arrangements made for period during which I attended classes.

Other. Specify: _____

My signature below indicates that the information I have provided is accurate and true. Also I understand that the Department of Veterans Affairs (VA) may require additional information and /or documentation regarding my mitigating circumstances be sent directly to them and that failure to provide requested documentation may result in an overpayment or a debt with VA.

Signature: _____ Date: _____