Middlesex Community College
Leave of Absence Due to Military Deployment

Middlesex Community College is committed to meeting the needs of students called to active duty.

Students who must leave the college temporarily to complete a military assignment must meet with an Academic Counselor / School Certifying Official in the Bedford of Lowell campus Advising Centers. The student must provide proof of deployment orders prior to being deployed.

After verifying deployment documentation, the college will provide the following support after consultation with an Academic Counselor / School Certifying Official:

- Process and approve a financial appeal, excusing tuition for that term.
  - Any payment made will be credited to the student’s account.
  - Last Day of Attendance will be recorded for reporting purposes.

If a student is called to active duty near the end of the term, or if they are enrolled in online courses, the student and faculty members may determine that incomplete (I) grades are more appropriate. In this case, tuition will not be waived.

When a student returns to the college after completion of the tour of duty, he or she will notify the college and connect with an Academic Counselor / School Certifying Official to complete the registration and, if need be, the certification process.

International Students – Military Leave
International students who must take a leave of absence to engage in military service in their home country must connect with... before completing the steps above.
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Instructions for Academic Counselor / School Certifying Official:

- Meet with student
- Review Deployment Documentation
- Explore options for term completion or withdrawal
- If Withdrawing is selected:
  - Fill out Military Deployment Tuition Appeal form with student
  - Record last day of attendance on form
  - Sign form, scan document, make copies.

Email / Share tuition form and documents with:

- School Certifying Officials
- Dean of Students
- Director of Advising & Academic Pathways
- Veteran Resource Center Director
- Financial Aid
- Registrar
- Student Accounts

Document Imaging

- Submit files or upload files to SoftDocs / E-Trieve
  - Form Type: VET Other