



VA BENEFITS ADD/DROP/WITHDRAWAL - MITIGATING CIRCUMSTANCES

Financial Aid Office

4240 Campus Drive Lima, OH 45804 | (419) 995-8802 | Fax (419) 995-8112 | FinAid@RhodesState.edu | www.RhodesState.edu

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 (W, WF, R, U), 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.

*Student's Full Name (First, MI, Last)**

*Rhodes State Student ID (R#)**

*Permanent Street Address**

*Rhodes State Major**

*City, State, Zip**

*Semester of Enrollment**

*Please select the reason for adjustment of your schedule

- I added a course or courses and need recertification of the term
- I dropped a course or courses for this term during the add/drop period
- I was forced to drop/withdraw from courses after the add/drop date due to mitigating circumstances beyond my control because of one or more of the following reasons:
 - 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 relocation due to my employment
 - Immediate family or financial obligations beyond my control that required me to suspend pursuit of the program or education to obtain employment
 - Unanticipated active military service
 - Unanticipated difficulties with 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.

Student's Signature

Date

