

ACTIVATION, MOBILIZATION, & RETURNING TO LONGWOOD

Activation and Mobilization (checklist below)

GI Bill and Student Loan Information for Activated Guard-Reservists

1. Soldiers in receipt of GI Bill benefits who are forced to withdraw from school for activation purposes will have their entitlements restored for the period of the term completed. For example, if a soldier began school in September and was called to active duty in November, the months of September and October will not count against their entitlement.
2. Soldiers **must** notify the school that they are being activated. They must also notify the VA counselor at the school they attend and supply a copy of their orders. If the soldier does not officially withdraw from school and notify the VA counselor, he/she will not be able to recoup the months of entitlements lost.
3. If you have a student loan, notify your lender that you have been activated. Lenders will automatically postpone the student loan payments of borrowers during the period of the borrower's active duty service. Borrowers with subsidized student loans may be eligible to have the federal government assume the interest payments on their loans while they are on military duty. The U.S. Department of Education Web site contains information and guidelines regarding [loan relief for persons affected by military mobilization](#).
4. Any activated soldier receiving state tuition (where applicable) or federal tuition assistance should notify the Financial Aid Office.

CHECKLIST

BEFORE YOU LEAVE

- Notify the school and your professors/instructors that you have been activated and present the appropriate administrator (the Chair of your major department and the Dean of your College) with a copy of your orders.
- Be sure to make contact either in person or via telephone. Leaving a voicemail or email message is insufficient because further information may be required.
- Keep a record of names, dates, individuals, and a brief summary of your conversations with the school and lending institution.
- Notify the VA representative in the Registrar's office that you have been activated and present your activation orders. Also notify Terry Harris in the Financial Aid office. Discuss the appropriate course of action with both.

Take notes to ensure that you do not miss any necessary steps. **Note: Do not withdraw from school until you have your orders.**

- Contact your student loan lending institution. It is your responsibility to follow through with any procedure the lender indicates.
- Contact your academic advisor. If you encounter any problems resolving your academic status, request assistance from your advisor and the Chair of your major department.

Note: To ensure proper credit and to prevent any financial loss to the soldier, these steps must be completed prior to departure.

WHEN YOU RETURN

- Contact Terry Harris in the Financial Aid office to determine eligibility for tuition assistance and state-funded education assistance (if applicable). Ask specific questions to determine your eligibility for the Reserve Education Assistance Program (REAP - Chapter 1607) or the Active Duty GI Bill (MGIB-AD Chapter 30) and to establish reinstatement of your GI Bill benefits.
- Upon redeployment, if you plan to continue your education, contact your college admissions office to find out what steps you must take to re-enroll. If you withdrew from school, you may be required to re-apply in order to get back into their system. Contact your school's admissions counselor for application details and to determine your class standing.
- **Note: Depending on how long you were away from school, this process may differ from that of a first time applicant.**
- Re-establish contact with your academic advisor to discuss continuation of your degree program and applicable credit for your military experience and training.

Sample Letters

SAMPLE LETTER TO COLLEGE ADMINISTRATORS

Date

Name of College

College Address

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.

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,

Soldier's Signature

Enclosure

Soldier's Orders

< state>

Printed Name of Soldier

Soldier's Street Address

City, State, Zip

SAMPLE LETTER TO LENDING INSTITUTIONS

Date

Name of Lender

Lender's Address

City/State/Zip

Dear Loan Administrator:

I _____, SSN: _____

have been ordered to active duty for <reason for mobilization>. A copy of my order to duty is attached. I request that my student loan(s) if in an in-school status, an in-school deferment status, or in a grace period status remain in that status during my period of active duty. I also request the appropriate time for me to resume enrollment in the next regular enrollment period that is available. If my loan(s) are in a repayment status, I request forbearance for the period indicated on my attached orders.

Should you have any questions please contact the Longwood Financial Aid Office at 434.395.2077 or 1.800.281.4677 or e-mail Terry Harris at harristt@longwood.edu.

Sincerely,

Soldier's Signature

Printed Name of Soldier

Soldier's Street Address

City/State/Zip

Enclosure

Soldier's Orders

CF:

Unit

< state personnel office >

SAMPLE LETTER TO APPRENTICESHIP/OJT CERTIFYING OFFICIAL

Date

Name of Firm

Firm's Address

City/State/Zip

Dear OJT/Apprenticeship Certifying Official:

I _____, SSN: _____

have been ordered to active duty for <reason for mobilization>. A copy of my order to duty is attached. I request cancellation of my OJT/Apprenticeship training program. My last day of work at the firm prior to activation is

_____.
Thank you for your consideration in this matter and I hope to return to work soon after I am released from Active Duty.

Upon my return to work, the State Approving Agency must to be notified as to the following:

- First day back to work at the firm

- Deactivation orders
- Form DD214

This is a significant change in the status of my enrollment and must be accompanied by VA Form 22-1999b.

Should you have any questions, please contact my academic advisor, _____ at < telephone/email>.

Sincerely,

Soldier's Name and Signature

Soldier's Address

City/State/Zip

Enclosure

Soldier's Orders

CF:

Unit

< state personnel office>

< state approving agency office>