

Carl Sandburg College students who are called to active duty in the armed forces will, upon their request, be given a 100 percent refund of tuition and fees for the current term if they provide the Records and Registration Office with (1) a written request (letter or Schedule Change Form) to be withdrawn from classes at 100 percent refund and (2) a copy of their official orders for a call to active duty.

If the call to active duty comes after mid-term, the student may (1) request to be withdrawn from classes at 100 percent refund, (2) try to complete courses in progress after consulting with the instructors, or (3) request incomplete grades ("I" or "R") after consulting with the instructors.