



According to CNM, the Student Military Duty Policy applies to currently enrolled students who are:

- Serving on active duty in the military and who receive orders transferring them to a duty station outside of the CNM District and/or prohibits their continued enrollment at CNM or,
- Are members of the New Mexico National Guard and/or reserves and are called to active duty.

NOTE: Annual military reserve training is not considered active duty and therefore is ineligible for the CNM Military Duty Policy.

Students requesting a withdrawal or final grades based on military deployment must complete the following process:

Step 1. Select one of the following and *initial* in the appropriate box.

I have completed less than **80** percent of all my course(s) and am requesting a complete withdrawal for which I will receive a full refund of tuition and fees (Withdrawal Form attached). **(No grade or enrollment penalties will be imposed)**

I have completed at least 80 percent of all my course(s) and I am requesting a final grade(s). **(Final grades are determined by the instructor as of the date of deployment.)**

I have completed at least 80 percent of my course(s) and am requesting a complete withdrawal for which I will receive a full refund of tuition and fees (Withdrawal Form attached). **(No grade or enrollment penalties will be imposed).**

Step 2. Attach a copy of your official military deployment orders.

Step 3. Return this completed form with attached orders to the Registration Office at any CNM location for review.

Step 4. Once your withdrawal request is approved and processed you must contact the Cashiers Office at either Main or Montoya Campus regarding your refund, if applicable.

I understand that the selection I have indicated above cannot be reversed once submitted.

Signature _____

Full Name _____	Date _____
Student ID Number _____	Phone _____
Mailing Address _____	Apt/Space _____
City and State _____	Zip Code _____ - _____