

Name: _____
Student ID#: _____
Address: _____
City, State, ZIP: _____
Date: _____

STUDENT'S LETTER OF INTENT

Eastern Michigan University
Ypsilanti, MI 48197

To Whom It May Concern:

The above listed student, SSN _____, has been called to active duty. Attached to this letter is a copy of the activation order. I am / am not the student listed above.

If not the student listed, do you have Power of Attorney? YES / NO

Power of Attorney Only: My name is _____ and a copy of my
Power of Attorney is attached to this letter.

The student is / was enrolled in _____ undergraduate / graduate courses for a total of _____ credits for the
FA / WI / SP / SU _____ semester. I received counseling from the Office of Financial Aid and understand that a
balance may result from certain actions. I hereby the following actions:

Course: _____	Retroactive Drop / Withdrawal / Request "I" / Request Grade
Course: _____	Retroactive Drop / Withdrawal / Request "I" / Request Grade
Course: _____	Retroactive Drop / Withdrawal / Request "I" / Request Grade
Course: _____	Retroactive Drop / Withdrawal / Request "I" / Request Grade
Course: _____	Retroactive Drop / Withdrawal / Request "I" / Request Grade
Course: _____	Retroactive Drop / Withdrawal / Request "I" / Request Grade
Course: _____	Retroactive Drop / Withdrawal / Request "I" / Request Grade

Student resides / does not reside in campus housing. If applicable, request Housing & Dining to compute pro-rated charges incurred, including meal plan option. Any remaining balance will be refunded to the student's account.

Student purchased / did not purchase a parking permit. If applicable, request Public Safety - Parking to credit the cost of the permit to the student's account.

If there is a refund, the amount will be credited to the student's Higher One card / refunded to the student's bank account / mailed in a check. If a check is being mailed, please mail to the following address:

Should you require any additional information, I or my POA may be contacted by phone at (_____) _____. My
or my POA's email address is _____. My unit administrator,
, may be reached by phone at (_____) _____.

Respectfully,

Printed name: _____