**ARC 402P**

Active Military Deployment Procedure

1. Student submits refund petition and checks the “Active Military Deployment” box and submits to Registrar. Petition can be submitted in person or via email to [registrar@clackamas.edu](mailto:registrar@clackamas.edu).
2. “Deployment Order” must be attached to petition.
3. Registrar contacts faculty member(s) and VET Center to determine best course of action.
4. Registrar notifies Financial Aid in case financial aid is being received by the student.
5. Registrar notifies the Accounts Receivable office and tuition/fees are refunded, if applicable.
6. The Accounts Receivable office will send a letter to notify student it has been approved.

END OF PROCEDURE