

### Disenrollment Checklist

Student Name:		
NROTC Unit:		
Document	Document Order and Description	Initial
	CO Summary Letter to NSTC	
	Disenrollment Checklist Coversheet	N/A
Encl (1)	Disenrollment Recommendation NSTC 1533/122	
	Student Statement _____ Student signature _____ CO signature _____	
	Student Letter to NSTC (Rebuttal #3) (if applicable)	
Encl (2)	Disenrollment acknowledgement NSTC 1533/120	
	Student signature _____ Payback option _____	
	CO's endorsement of appeal/rebuttal (if applicable/may addressed in CO's Summary Letter to NSTC)	
	Midshipman's appeal/rebuttal of PNS decision (if applicable)	
Encl (3)	Performance Review Board Recommendation from CO to MIDN (acknowledging any student appeal, if applicable) (Example 8-J)	
	CO signature _____ Student signature _____	
	Midshipman's appeal/rebuttal of Senior Board Member's decision (if applicable)	
Encl (4)	Senior Board Member Letter to PNS (Example 8-I)	
Encl (5)	Results of Performance Review Board (Example 8-H)	
	Senior Board Member signature _____	
	Student signature _____	
	or Waiver of PRB Proceedings (Example 8-E)	
Encl (6)	Notification of Performance Review Board (Example 8-G)	
	CO signature _____	
	Student signature _____	
Encl (7)	Appointment of Performance Review Board (Example 8-F)	
Encl (8)	Trigger Document (related to type of disenrollment)	
Encl (9)	<b>Supporting Documents</b>	
	These may include but not limited to:	
	-Summary of PRB Proceedings (Not a transcript)	
	-Signed and Dated request for Drop on Request (Mandatory for DOR disenrollments)	
	-MIDN Personal Statement	
	-University Notification of Dropped by Institution	
	-Current Student Transcript (Mandatory)	
	-Counselling notes	
	-CO's assignment or removal letters (Warning, Probation, LOA)	
	-Urinalysis Results	
	-Police Report	
	-Statement of financial hardship or family illness	
	-Documentation of refusal of immunization	
	-Student statement of conscientious objection	
	-Corps of Cadets removal letter	
-BUMED Letter (Signed and endorsed by OD only)		
-MCRC Letter, Waiver, or Candidate Disenrollment Package		
Encl (10)	Enlistment/reenlistment document (DD Form 4) (Full SSN)	
Encl (11)	NROTC Scholarship Service Contract NSTC 1533/135	
Encl (12)	Education Cost Sheet Breakdown NSTC 1533/113	
<b>Timeline/Sequencing Verification</b>	Required for due process (chronological order)	
	Appointment Date _____	
	Notification Acknowledgement Date _____	
	Waiver Date (if applicable) _____	
	Acknowledgement of Senior Board MBR LTR to Student	
	Acknowledgement of PNS Decision to Student _____	
	Date Placed on G Code LOA _____	
I have reviewed and verified that all enclosed documents are complete, accurate and pertinent to this disenrollment.		
PNS Signature _____		