

Policy Title: STUDENTS CALLED TO ACTIVE MILITARY SERVICE

Students who are ordered or inducted into active service in the armed forces of the United States, or who are requested to work for the federal government during a national emergency or a limited national emergency, shall be afforded the following by Mid-State Technical College:

REFUND

Currently enrolled students who are called to active duty shall present to the Registrar or their campus designee, a document supporting the call to duty. This document shall be presented prior to the student leaving for active duty.

The student will then have the following choices:

- The student may receive a grade of IC (incomplete) which will allow the student to complete their course work upon return from active military duty. There is no refund with this option.
- The student may withdraw at any time in the term and receive a 100 percent refund of tuition and fees. The refund is based on the fact that the student paid their tuition and fees. The refund will not include books. No grades will be assigned to the classes.

The Financial Aid office will advise those students receiving financial aid to the obligation according to Department of Education guidelines.

RE-ADMIT

Students who return to the College after serving their active military service will be afforded the following accommodations:

- Those students who choose the 100 percent refund will be re-admitted at the start of the next term in which the student returns from active military duty.
- Those students who need to complete course work (IC grades) will have the opportunity to complete the coursework and will receive instructional support upon return from active military duty.

Students being re-admitted will re-enter with continuing student status, which will give them registration priority for selecting and scheduling classes.

A student may appeal directly to the Vice President, Student Services and Enrollment Management if the student feels that this policy has not been fairly administered to him/her.

Adopted: August 2011
Last Reviewed: January 2021
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