

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

Policy Number: B.800

Effective Date September 15, 2006

TITLE: Policy on tuition refunds or credits for students called to Active Military Service

RATIONALE: Traditionally, institutions of higher education in the United States have made accommodations to help service men and women who serve their country. In keeping with this long standing tradition, it is the policy of New River Community and Technical College to assist enrolled students who are called to active duty in a national or international crisis and who present a copy of their call-up orders.

POLICY STATEMENT

Non-Title IV financial aid recipients may exercise one of the following options by a request in writing to the Vice President for Academic Affairs.

1. Students will be given an "Incomplete" in the courses in which they are enrolled and will be permitted to complete their courses after they are released from active duty, or
2. Students will receive grades of "W" in the courses in which they are enrolled at the time they are called to active duty and their account will be credited for the tuition which they have paid. When they are released from active duty, they may enroll for courses and use the credit which is on their account, or
3. Students who have attended more than two-thirds of classes scheduled for a course, and have successfully completed the course examinations and assignments to that point, may opt for the grade earned at that point, or full tuition will be refunded and students' schedules for the term of withdrawal will be purged.

Title IV Financial Aid Recipients will

1. Have refunds processed in accordance with federal regulations, and
2. Have deficiencies in satisfactory academic progress standards waived for the academic term of the call-up, and
3. Be granted any additional allowances/exceptions authorized by the U.S. Department of Education and loan guarantors/servicers

All Students Called to Active Duty will

1. Have the option of returning books which they have purchased and receive a refund or credit for the books which they return to the Bookstore.
2. Be given individual assistance and advice on the options available under this policy by the Offices of the Registrar and Financial Aid.

RELATED POLICIES:

RESPONSIBLE OFFICE: President