

Administrative Guideline 124

ADMINISTRATIVE GUIDELINE TYPE: Student Services

ADMINISTRATIVE GUIDELINE TITLE: Refund Policy for Students Called to Military Active Duty

DEPARTMENT RESPONSIBLE: Enrollment Services – Veterans Advisor

GUIDELINE STATEMENT OF PURPOSE: Compliance with state and federal requirements for individuals called or recalled to military active duty.

Students who are members of the National Guard or reserve forces of the United States (and the spouses of such members if the member has dependent children when the member is ordered into active duty) who are ordered to active duty while enrolled in classes may exercise one of the following options once a copy of the Involuntary Activation Mobilization Orders are received by SCC's Veterans Advisor:

- a. Removed from all classes and receive a full refund of tuition and mandatory fees (excluding housing-related fees).
- b. Make arrangements with each of the student's instructors for: (1) individually accelerating course requirements and final course grades prior to departure date, and/or; (2) arranging for completion of course requirements by the student at a later date and agreeing to a time limit consistent with college incomplete procedures. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
- c. Receive partial tuition and fees refund credit for classes for which completion arrangements are not possible.

Related provisions:

1. The date the service member is to report for duty will be the date used for this policy.
2. Books and program related expenses are not refundable as a part of the tuition/mandatory fees calculation from the College.
3. If the refund calculation requires that financial aid funds be returned by the College to the US Department of Education and the student has received a credit balance check, then the student will be responsible for repaying Southeastern Community College.

For students owing a balance as a result of Title IV financial aid returns, the Business Office will make payment arrangements with the students. They will not be turned over for collection and they will not be stopped from registering in subsequent terms upon their return as long as payment arrangements were made and payments are current.

4. The Veterans Advisor will notify the Registrar's Office, the Business Office, the Bookstore, and the student's instructors of the call to active duty and the student's anticipated departure date. In addition, the Veterans Advisor will advise the student regarding their available options and the benefits and drawbacks of each.