

VETERANS' READMISSION POLICY

A student who is called to active duty in the United States Armed Forces or the National Guard or Reserve for a period of more than 30 days, is entitled to reenroll at the college provided the student meets the following requirements:

- ❖ the cumulative length of the student's absences from the college because of service on active duty does not exceed five years (which period may be extended in certain cases, as provided by statute); and
- ❖ the student notifies the college upon completion of service that he or she intends to reenroll at the college;

The following policy and procedures are provided in order to minimize disruptions or inconveniences for students fulfilling their military responsibilities.

Please note the following, taken from the Certifying Official Newsletter #56, received from the VA on July 11, 2012, "Veterans education benefits are payable only to veterans who have received a fully honorable discharge. Any discharge which is less than honorable, even under honorable conditions, does not qualify an individual for benefits. Veterans with less than an honorable discharge may apply to have their discharge upgraded to honorable. There is no guarantee the discharge will be upgraded but veterans may still apply."

WITHDRAWAL PROCEDURES

1. If called to active duty, a student is encouraged to notify the Registrar's Office in advance either in writing or orally, unless the student cannot provide notice because the mission is classified. If possible, the student is requested to provide verification of the call to active duty by providing a copy of the service orders to the Registrar's Office. The student may also sign an affidavit attesting to such an order, which includes an address or telephone number where the Registrar's Office can verify the order.

If the student provides advance notice of the call to active duty, the student should inform the Registrar's Office in writing one of the following two options he or she chooses:

- a. The student may elect to withdraw from Mount Aloysius College and receive a 100% refund for tuition. If called up after the end of the add/drop deadline and before the end of the twelfth week of the semester the student can withdraw without a record.
- b. The student may choose to remain enrolled and receive the grade(s) and credit for the course(s) if it is past the twelfth week at the time the student is called to active duty. In such a case, no adjustment of tuition charges would occur. If the student has carried a subject with a passing grade, the student may petition to take an Incomplete grade (I) in the course by requesting an Incomplete grade through the course instructor. The student may choose to take an Incomplete in one or more courses and drop other courses. A student would only pay tuition charges for the courses not dropped.

- i. The Incomplete grade (I) must be agreed to by instructor, department chair, the student, and approved by the Senior Vice President of Academic Affairs.
 - ii. The Incomplete grade (I) will be maintained for a maximum of one year, or longer, if required by statute.
 - iii. Students returning from active duty must resolve any incomplete grades within the first six weeks of the semester after the student reenrolls.
 - c. If the student does not provide notice of the call to active duty to the Registrar's Office, the Registrar's Office shall administratively withdraw the student.
2. A student receiving Veteran's Benefits should notify the Registrar's Office in order to complete required documents.
3. A student receiving financial aid will be subject to the refund policies of the agencies sponsoring the aid.
4. Mount Aloysius College scholarship awards will be preserved for students holding such awards when called to active duty. These scholarship awards may be reclaimed by students returning from active duty for a period of five years after their release from active duty. Any federal grant or loan awards that the student may have received will be governed by the applicable policies established by the Department of Education.
5. A student who is living in a residence hall and has a meal plan will receive a 100% refund for room and board. Room and board will only be refunded if the student chooses to withdraw from the semester completely. If the student chooses to remain in his or her classes and receives Incomplete grades (I) then his or her room and board would not be refunded at any level.
6. Textbooks may be returned to the College Bookstore for credit, based on bookstore policies. A student will need to present his or her bookstore receipt, student ID, and a copy of their military orders at the service counter to receive a refund.
7. A graduate student will be granted an extension of time to complete degree requirements equivalent to the period of active duty that occurred after the student was enrolled at the college, up to no more than five years. In some cases (for example, if the student's tour of active duty is extended, or if the student is injured during the tour of duty and is unable to reenroll immediately) this period may be extended.
8. If a student is called to active duty in his or her last semester before graduation, the student should contact the Registrar's Office to determine if graduation requirements can be completed.
9. Any student required to withdraw due to a call of duty shall be given priority in registration upon return to the college for the semester immediately following his or her discharge from active duty.
10. Exceptions to this policy require approval of the Senior Vice President for Academic Affairs.

READMISSION POLICY

Mount Aloysius College agrees to promptly readmit the student upon the student's inquiry about returning to the College. The College agrees to readmit the student with the same academic status as at the time they withdrew due to being called to active duty. The College agrees to admit the student:

1. To the same program to which he or she was last admitted by the institution or, if that program is no longer offered, the program that is most similar, unless the student requests or agrees to admission to a different program;
2. At the same enrollment status that the student last held at the institution, unless the student requests or agrees to admission at a different enrollment status;
3. With the same number of credit hours complete previously by the student, unless the student is readmitted to a different program to which the completed credits hours are not transferable;
4. With the same academic standing the student previously had;
5. If the student is readmitted to the same program, for the first academic year in which the student returns, by assessing the same institutional charges that the student was or would have been assessed for the academic year during which the student left the institution. Other institutional charges and equipment and supplies do not need to be reconsidered. In addition, the institution may charge a student more than the prior charges to the extent that any additional amounts will be covered by veterans or service member educational benefits. The service member must be honorably discharged to qualify for veterans educational benefits.
 - a. Consider, for example, a service member who is readmitted to the same program and was assessed tuition and fee charges of \$5,000 for the academic year when the service member left the institution. The current tuition and fee charges for the program are \$7,000 which is a \$2,000 increase over the charges formerly assessed the student. In addition to the original \$5,000 in charges, the institution may charge the readmitted service member for any portion of that \$2,000 increase that

will be covered by veterans' education benefits or other service member education benefits. If this student receives \$1,000 in veterans' education benefits or other service member education benefits for tuition and fees, the institution may assess the student tuition and fee charges of up to \$6,000. If the student receives \$2,000 or more in veterans' education benefits or other service member education benefits for tuition and fees, the institution may assess up to \$7,000, the tuition and fee charges for other students admitted to the program for the current academic year.

6. If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, by assessing no more than the institutional charges that other students in the program are assessed for that academic year; and
7. Waiving charges for equipment required in lieu of equipment the student paid for when the student was previously enrolled.