

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Involuntary Call to Military Active Duty	<u>Number</u> 223
Related Policy:	Refunds – 6Hx20-3.005	<u>Page</u> Page 1 of 2

**I. Purpose**

A currently enrolled student who is called to active duty military service or a currently enrolled active duty service member who is transferred during a current term will have the following options:

- A. The student may drop, outside of the normal drop period, the courses in which he or she is registered and receive a full refund of any tuition paid. All courses will be removed from the student's record. See "Procedure" below.
- B. The student and instructor(s) may reach an agreement allowing the student to make up any missed work by a certain date as decided by the instructor(s). The deadline date for incomplete work may not exceed one (1) year. A grade of "I" (incomplete) will remain on the student's record until the work is completed. If the work is not completed by the deadline date, the grade of "I" becomes an "F."
- C. The student may withdraw from the classes with no refund. A final grade of "W" will be assigned in each class.

**II. Procedure**

- A. The official military orders must be presented to any College advisor.
- B. If the student is unable to submit a copy of the official military orders because of the sudden and unexpected departure required by those orders, the student should appoint someone to act on his or her behalf. The appointment must be granted in writing, and the written document must specify by name the person who will be acting for the student. If the student has given Power of Attorney to any individual, a copy of the Power of Attorney must be submitted.
- C. If the student was certified to receive veteran educational benefits, the Veterans Administration (VA) Specialist at the College will notify the appropriate VA administration office of the student's withdrawal for active duty purposes.
- D. The withdrawal will be processed as follows:

1. Tuition and course fees will be completely refunded to the student. In the event that the student's tuition and fees were paid by any other means, the refund will be generated to the appropriate accounts.
2. All courses in which the student was registered at the time of the withdrawal will be removed from the student's educational record.
3. A student receiving financial assistance will be subject to the federal return of Title IV funds policy as required by law.
4. If a student is eligible for Title IV funds, the College must complete the Return of Title IV Funds Calculation required by statute and regulation: 34 CFR s. 668.22. If the calculation requires the return of funds to any Title IV program, the College must return those funds. In many cases, the return of funds by the College will reduce the student's loan debt. The College is not required to, and will not attempt to, collect an overpayment of grant funds based on the Return of Title IV Funds Calculation for such a student. The College will not contact the student, notify National Student Loan Data System, or refer the overpayment to the Federal Department of Education in these cases.

Responsible Official: Vice President, Business Affairs

President's Signature:

Date: 02/21/2017

