

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

Pursuant to Florida Statute § 1004.07, a currently enrolled student who is called to or enlists in active-duty military service will not incur academic or financial penalties as a result of performing such service. Active duty includes full-time training duty, annual training, and active-duty orders for members of the National Guard and other reserve components of the Armed Forces. Any currently enrolled student that meets these criteria will have the following options:

- A. The student may drop the courses in which they are registered outside of the normal drop period. A refund will be issued for any tuition paid by or on behalf of the student, and all dropped courses will be removed from the student's academic record. See the "Procedure" section 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 courses without a refund. A final grade of "W" will be assigned for each course.

II. Procedure

- A. The student must officially withdraw from each course by following the standard withdrawal process in Workday. If the student is unable to complete the process in Workday, they must submit a copy of their official military orders to the Veteran and Military Family Service Center (VMFSC) and request to withdraw.
- B. If the student is unable to submit a copy of the official military orders because the orders require a sudden and unexpected departure, the student should appoint someone to act on their behalf. The appointment must be made in writing and identify by name the person authorized to act for the student. The appointed individual may submit the orders to the VMFSC on the student's behalf.
- C. If the student was certified to receive veteran educational benefits, the Veterans Administration (VA) Specialist 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. The student must follow the standard course withdrawal process in Workday. If the student is unable to complete this process, they must provide a copy of their official orders to the VMFSC. The VMFSC will submit the orders to the Office of the Registrar on the student's behalf, and the Office of the Registrar will withdraw the student from the applicable course(s).
2. If the student wishes to request a refund, they must complete a Request for Refund in Workday, cite the applicable eligibility criteria, and attach a copy of their official military orders.
3. Tuition and course fees will be fully refunded. If the student's tuition and fees were paid by another party, the refund will be issued to the appropriate party.
4. All courses in which the student was registered at the time of withdrawal will be removed from the student's academic record.
4. A student who receives federal financial aid will be subject to the federal Return of Title IV Funds requirements, as applicable.
5. If a student is dropped from their courses and is not assessed tuition or fees for those courses, any Title IV financial aid disbursed for the enrollment must be removed from the student's account and returned to the appropriate federal program. If the student has already received a financial aid refund, they may be required to repay the applicable amount to the College to cover the Title IV funds returned to the federal program.
6. If a student is dropped from their courses, a Return to Title IV Funds calculation must be completed to determine earned and unearned aid. The unearned aid must be returned in accordance with federal Title IV requirements.
8. If a student is eligible for a refund from the College, the College will first apply the refund to any outstanding balance resulting from the dropped coursework.

Responsible Official: Vice President, Business Affairs

President's Signature:



Date: 09/18/2026