

CATEGORY: FINANCIAL SERVICES – BUSINESS OFFICE

SUBJECT: RETURNED UNEARNED MILITARY TUITION ASSISTANCE

Any reservist or active military status student who is unable to complete the current semester due to unexpected military services or is called to duty will meet with the Vice President of Finance, Vice President of Academic and Student Affairs, and their program Dean to make an initial plan for the student to re-join the college upon release from their duty. Military Tuition Assistance Funds may be returned to the Department of Defense according to the Return Unearned Military Tuition Assistance Funds Policy, which will not result in student debt for the returned funds.

The student must present a copy of their official military orders to the Registrar. A copy of the orders will be maintained in the Student file.

The student would notify the Admissions Office of their intent to return, and the return would be based on available space.

Approved: _____
Monika Bissell, DBA
President

Date: February 2015

Amended: 10/19/2018, 6/4/2019, 11/9/2023