

Addendum Relief, Refund, and Reinstatement Tuition Guidelines for Veterans

- A. **Refund of Tuition and Required Fees.** Catalogue pages 130-131
- B. **Refund of Room and Board.** Catalogue pages 130-131
- C. **Deposits.** The new student enrollment deposit or the reenrollment deposit will be refunded if a student withdraws for military service with no plans to return. If the student plans to return, H-SC may hold the fee as a credit toward the term in which the student will enroll.
- D. **Academic Credit.** Students who are forced to withdraw for military service will work with the Associate Dean of the Faculty to determine if incomplete grades can be assigned to coursework still in progress or if a total withdrawal is more advantageous. If incomplete grades are assessed, they must be addressed by no later than five class days after the beginning of the semester following the semester in which the Incomplete is given. Refer to page 27 of the Academic Catalogue for further information.
- E. **Reinstatement/Reenrollment.**
 - 1. **General Provision:** A student is entitled to reenrollment without having to re-qualify for admission if:
 - a. the student returns to the same institution after a cumulative absences of not more than five years, and
 - b. the student provides notice of intent to return to the institution not later than three years after the completion of the period of service.Institutional policies will defer to the provisions of the Higher Education Opportunity Act for application of relevant exceptions to these time periods.
 - 2. **Reinstatement into Specific Program of Study:** Students will be counseled on a case-by-case basis regarding the effect of their absence on the completion of their program. Students will be able to re-enroll in the same course of study if the coursework related to the degree is available. If the courses are not available, the student will work with an academic advisor and the Registrar so that equivalent coursework is accepted toward the old program or to enroll the student in an equivalent new program.
 - 3. **Deferral of Enrollment:** All students may defer their enrollment for up to one year.
- F. **Documentation.** To preserve their prerogatives under these policies, students must submit written notice of their military service before they depart.