



<b>Title:</b> Active Duty/Reservists/National Guard Service Members Called to Extended Active Duty	
<b>Written by:</b> Director of Student Services & External Relations Director of Business Services	
<b>Date Initiated:</b> 4/2013	<b>Date Revised:</b> 4/2015
<b>Approved by:</b>  _____ Chancellor	<b>Governing Board Approval:</b>  _____ Date
_____ Date	_____ Date

**PURPOSE**

The purpose of this policy is to describe the withdrawal and/or readmission process for Active Duty, Reservists, and/or National Guard Service members who are called to an extended military service assignment within a semester they are actively attending classes at Trinity College of Nursing & Health Sciences.

**POLICY AND PROCEDURE**

If a student must drop or withdraw from courses due to receipt of military orders and, as a result, is unable to attend classes for the remainder of the semester, the student will not be responsible for any tuition and/or fees incurred for the semester in which the military orders take effect. Receipt of orders may include deployment, mobilization, activation, or a temporary duty assignment. Students that need to withdraw under these circumstances are required to submit a withdrawal form and a copy of their military orders; and a grade of WP (withdrawal passing) or WF (withdrawal failing) will be given depending on the course grade at the date of withdrawal.

The student must notify their Academic Advisor at Trinity College of his/her military deployment, the desire to withdraw and/or the intention to return to school as follows:

- The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give written notice to Trinity College of such service as far in advance as is reasonable under the circumstances. The initial notice does not have to indicate whether the student intends to return to the school and may not be subject to any rule of timeliness. (Timeliness will be determined on a case by case basis based on the facts available in any particular case.) Alternatively, at the time of readmission, the student may submit an attestation of military service that necessitated the student's absence from

the school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.

- The student must also give written notice of his/her intent to return to Trinity College within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to Trinity's established leave of absence policy and general practices.

If a student is receiving financial aid, the following procedures should be followed:

- Inform Financial Aid Specialist of the need to withdraw due to a military obligation
- Financial aid will be adjusted based on federal and/or state rules and regulations
- To avoid having to begin loan repayment, borrowers must request military deferments on any federal loans by contacting the loan holder directly.

Trinity College will promptly readmit the student/returning service member into the next class or classes in the program after notice of intent to reenroll is received, unless appropriate request for a later date is submitted or unusual circumstances require the College to admit him/her at a later date.

Trinity College will admit the student with the same academic status, which means:

- To the same program to which the student was last admitted or, if that exact program is no longer offered, the program that is most similar to that program
- At the same enrollment status
- With the same number of credit hours or clock hours previously completed, unless the student is readmitted to a different program to which the completed credit hours or clock hours are not transferable, and
- With the same academic standing (e.g., with the same academic progress status) the student previously had.

If the student is readmitted to the same program, for the first academic year in which he/she returns, Trinity College must assess the tuition and fee charges that he/she was or would have been assessed for the academic year during which he/she left the school.

### **Principles of Excellence**

On April 27, 2012, the White House issued EO 13607, which created the Principles of Excellence for education institutions serving service members, veterans, spouses, and other family members. The principles apply to all postsecondary schools that receive funding from federal military and veterans educational benefits programs. Adoption of the principles is voluntary but encouraged. Trinity College of Nursing & Health Sciences has adopted these principles. As such, Trinity College agrees to the following guidelines:

- Provide students with a personalized form covering the total cost of an education program.
- Provide educational plans for all military and veteran education beneficiaries.
- Accommodate service members and reservists absence due to service requirements.
- Designated a point of contact to provide academic and financial advising.
- Ensure accreditation of all new programs prior to enrolling students.
- Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.

### **Department of Defense**

Students can submit a complaint if they believe their school is failing to follow the **Principles of Excellence** through the centralized online reporting system accessed via the [Department of Defense](#) website. Examples of education-related issues may include, but are not limited to, misrepresentation or deceptive actions with regards to private or institutional loans, high-pressure recruitment tactics, false representations about degree programs, and misleading statements regarding accreditation.

The complaint system is part of the President's Executive Order establishing **Principles of Excellence** for educational institutions serving Service Members, Veterans, Spouses, and other Family Members; designed to empower beneficiaries to report experiences related to misleading or unfair acts or practices by educational institutions serving veterans, service members and their families.

Military-connected students using Tuition Assistance (TA) or Military Spouse Career Advancement Accounts (MyCAA) Scholarships can submit feedback at: [www.militaryonesource.mil/voluntary-education/complaint](http://www.militaryonesource.mil/voluntary-education/complaint). Once a complaint is received, agency staff will contact both the student submitting the complaint as well as the referenced school, working with both parties to fully understand the issue raised and seek resolution.