Title: Military Deployment/Reservists Called to Extended Active Duty

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PURPOSE

Military Deployment Readmission
Trinity College of Nursing & Health Sciences will promptly readmit a service member with the same academic status as he/she had when last attending the College or accepted for admission to the College. This requirement applies to any student who cannot attend school due to military deployment.

POLICY AND PROCEDURE

The student must notify their advisor at Trinity College of his/her military deployment and 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 oral or written notice to Trinity College of such service as far in advance as is reasonable under the circumstances. This 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 must be determined by the facts 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 oral or written notice of 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.

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, unless he/she chooses a different program;
- At the same enrollment status, unless the student wants to enroll at a different 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 left the school. However, if his veteran’s education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, the school may assess those charges to the student as well.

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.
Graduate Policy

**Department of Defense**
The Department of Defense announces the launch of the [Postsecondary Education Complaint System](https://www.defense.gov) which will provide a centralized online reporting system for service members and their families to use in reporting problems with education institutions. Agency partners including the Departments of Veterans Affairs and Education are also launching online feedback tools providing a centralized system for veterans, service members and eligible family members to file student complaints.

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](https://www.defense.gov) 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](https://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.

**Reservists Called to Extended Active Duty**
Trinity College of Nursing & Health Sciences students who are active military personnel or reservists are eligible for a 100% tuition refund from the college if they are called to active duty during a 16-week semester or accelerated format. Students are encouraged to withdraw from all courses due to the type of classes offered at Trinity. 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. If a student is receiving financial aid, the following procedures should be followed:

- Contact your faculty advisor and formally withdraw from your coursework
- Inform Financial Aid Specialist of financial aid or military benefits
- Financial aid will be adjusted based on federal, state and institutional rules
If a student has completed registration and withdraws from class(es), tuition and fees will be refunded according to the date the ADD/DROP or Withdrawal form is received in Student Services as outlined on the previous page.

If a student intends to return after finishing their active duty, see the Military Deployment readmission section of financial aid.