



Title: Active Duty/Reservists/National Guard Service Members Called to Extended Active Duty	
Written by: Director of Business Services; Director of Student Services	
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Approved by:  <u>Chancellor</u> <u>1/12/2016</u> Date	Governing Board Approval: <u>1/12/2016</u> 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

If a student must drop or withdraw from course(s) 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.

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

Trinity College will re-admit the student with the same academic status, which means the student will be admitted:

- 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 previously completed, unless the student is readmitted to a different program to which the completed credit 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 or substituted program from which they withdrew, Trinity College must assess the tuition and fee charges that they student would have been assessed for the academic year during which they withdrew for the first academic year in which they return. Subsequent years of enrollment following the student's first year of return will be subject to the current year's tuition and fee schedule as posted in the college catalog.

PROCEDURE FOR WITHDRAWAL

1. The student must notify their Academic Advisor at Trinity College of their military deployment, the desire to withdraw and/or the intention to return to school as follows:
 - The student 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
2. Students needing to withdraw under these circumstances are required to submit a withdrawal form and a copy of their military orders. The academic advisor, upon notification, will assist the student in completing the withdrawal form and will collect the receipt of orders from the student.
 - Receipt of orders may include deployment, mobilization, activation, or a temporary duty assignment.
3. A grade of WP (withdrawal passing) will be issued by the college.
4. Students who are receiving financial aid will need to inform the Financial Aid Specialist of the need to withdraw due to a military obligation.
 - All 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.

PROCEDURE FOR READMISSION

Students intending to return to school will follow the following procedure:

1. Students will start the process of readmission with an Admissions Representative.
2. At the time of readmission, the student must submit an attestation of military service that necessitated the student's absence from the school.
3. The student must give written notice of their intent to return to Trinity College within three years after the completion of the period of service. A student who is unable to return within three years due to hospitalization or convalescence 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 College's general readmission practices.

Principles of Excellence

Executive Order 13607, signed April 27, 2012, by the President of the United States, established Principles of Excellence (POE) for educational institutions serving service members, veterans, spouses, and other family members. Eight Principles of Excellence are described in the Order.

Compliance with the POE is intended to ensure an institution provides meaningful information to service members, veterans, spouses and other family members about the financial cost and quality of the institution; to assist those prospective students in making choices about how to use their Federal educational benefits; prevent abusive and deceptive recruiting practices that target the recipients of Federal military and veterans educational benefits; and ensure that the educational institution provides

high-quality academic and student support services to active -duty service members, reservists, members of the National Guard, veterans, and military families. Trinity College of Nursing & Health Sciences complies with the Principles of Excellence.

1. Prior to enrollment, provide prospective students who are eligible to receive Federal military and veterans educational benefits with a personalized and standardized form, as developed in a manner set forth by the Secretary of Education, working with the Secretaries of Defense and Veterans Affairs, to help those prospective students understand the total cost of the educational program, including tuition and fees; the amount of that cost that will be covered by Federal educational benefits; the type and amount of financial aid they may qualify for; their estimated student loan debt upon graduation; information about student outcomes; and other information to facilitate comparison of aid packages offered by different educational institutions.
2. Inform students who are eligible to receive Federal military and veterans educational benefits of the availability of Federal financial aid and have in place policies to alert those students of their potential eligibility for that aid before packaging or arranging private student loans or alternative financing programs.
3. End fraudulent and unduly aggressive recruiting techniques on and off military installations, as well as misrepresentation, payment of incentive compensation, and failure to meet State authorization requirements, consistent with the regulations issued by the Department of Education (34 C.F.R. 668.71-668.75, 668.14, and 600.9).
4. Obtain the approval of the institution's accrediting agency for new course or program offerings before enrolling students in such courses or programs, provided that such approval is appropriate under the substantive change requirements of the accrediting agency.
5. Allow service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements and take additional steps to accommodate short absences due to service obligations, provided that satisfactory academic progress is being made by the service members and reservists prior to suspending their studies.
6. Agree to an institutional refund policy that is aligned with the refund of unearned student aid rules applicable to Federal student aid provided through the Department of Education under Title IV of the Higher Education Act of 1965, as required under section 484B of that Act when students withdraw prior to course completion.
7. Provide educational plans for all individuals using Federal military and veterans educational benefits that detail how they will fulfill all the requirements necessary to graduate and the expected timeline of completion.
8. Designate a point of contact for academic and financial advising (including access to disability counseling) to assist service member and veteran students and their families with the successful completion of their studies and with their job searches.

Service members, veterans, spouses, and other family members 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.