



## MILITARY TUITION RELIEF, REFUND, AND REINSTATEMENT

**Policy Title:** Military Tuition Relief, Refund, and Reinstatement

**Policy Type:** Administrative

**Policy Number:** Administrative Policy # 31-14 (2014)

**Approved:** 06/06/2014

**Responsible Office:** Enrollment Management Office

**Responsible Executive:** Provost and Vice President for Academic Affairs

**Applies to:** Students

### POLICY STATEMENT

Norfolk State University is committed to serving and fostering an educated, skilled and diverse workforce, which includes the military and veteran population. This policy adheres to the requirements of § 23-9.6:2 of the *Code of Virginia* and the [Virginia Tuition Relief, Refund, and Reinstatement Guidelines \(2010\)](#) established by the State Council of Higher Education for Virginia (“SCHEV”) and [BOV Policy # 7 \(2014\) Military Deployment](#) to provide for tuition relief and refunds, and for reinstatement of students whose documented service in the uniformed services require their sudden withdrawal or prolonged absence from their enrollment at Norfolk State University. The Enrollment Management Office is the Responsible office for the processing of withdrawal for students due to uniformed service requirements. This policy furthers the practice of having a military-friendly institution.

### PURPOSE

The Higher Education Opportunity Act and *Code of Virginia* § 23-9.6:2, requires each public institution to adopt policy providing for tuition relief, refunds and reinstatement for students whose active military duty during a defense crisis has required their sudden withdrawal or prolonged absence from their enrollment at the university. Such policy must provide for the required re-enrollment of such students by the institutions. The *Code of Virginia* § 23-9.2:3.7 further requires that each public institution of higher education implement policies that grant students called to active military duty during an academic semester the opportunity to earn full course credit. See [BOV Policy # 8 Award of Academic Credit for Military Education, Training and Experience](#) and [Administrative Policy # 31-502 \(2014\) Award of Credit for Military Education and Experiential Learning](#).

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## DEFINITIONS

**Military Duty:** includes active and reservist duty in the armed forces of the United States military.

**Military Student:** includes all active duty, reservist, and veteran students at Norfolk State University.

**Reinstatement:** the re-admittance and re-enrollment of a student whose service in the uniformed services has caused his or her sudden withdrawal or prolonged absence from enrollment.

**Service in the uniformed armed services:** service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under call or order to active duty of more than 30 days.

**Sudden withdrawal:** means leaving an institution after a semester has begun or after the tuition and required fees for a term have already been billed to or paid by the student.

**Tuition:** the actual price of education charged to a student for the term in which service in the uniformed services caused his or her sudden withdrawal or prolonged absence from enrollment at a Virginia institution of higher education.

## CONTACT(S)

The Provost and Vice President for Academic Affairs officially interprets this policy and is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Enrollment Management Office.

## STAKEHOLDER(S)

Active duty military and veteran students; faculty; Enrollment Management staff including Military Programs, Admissions, the TransferMation Center, and the University Registrar.

## GENERAL PROVISIONS

- A. **Tuition and Required Fees.** Tuition and required fees will be refunded to the student or to the appropriate governmental agency that provided the payment for active duty members who must deploy during the semester. See information on [University Withdrawal Refunds](#).
- B. **Room and Board.** Room and Board charges will be refunded on a pro-rata basis to the student or to the applicable government agency that provided the payment for active duty members who must deploy during the semester. See the [University Residential Life/Housing Withdrawal and Refund Policy](#).

- C. **Deposits.** Deposits will be refunded to the student or to the appropriate governmental agency that provided the payment for active duty members who must deploy during the semester in accordance with the [University Withdrawal Refunds](#) or [University Residential Life/Housing Withdrawal and Refund Policy](#).
- D. **Academic Credit.** In the event that a student is called to active duty service before the end of the add/drop period, he or she may elect to drop all courses before the end of the add/drop period and receive a refund in accordance with the [University's Withdrawal Refund Policy](#).

A student called to active military duty during a semester may elect to officially withdraw from the University without punitive action by the University. Tuition, fees and deposits, as well as pro-rated room and board charges, will be refunded to the student or the applicable government agency providing the payment for active duty members according to the [University Withdrawal Refund Policy](#).

A student called to active military duty during a semester who chooses not to withdraw, may instead choose to be assigned a final grade of Incomplete ("I") at the end of the semester. The expiration date will be set for one year. If the student is unable to complete the assignments during the initial year, the University Registrar will grant an extension up to five years. Upon completion of the assignments, an "I" Removal Form will be submitted to the Registrar's Office by the instructor or department chair to change the "I" to the earned grade. If the final grade is not passing for their degree requirements, the students will be required to repeat the course.

Students who have completed 75 percent of a course's requirements at the time of military activation and, notwithstanding certain exceptions noted below, who meet requirements as determined and agreed upon by the instructor and the student may receive full credit for that course.

The instructor is responsible for determining what percentage of the course requirements have been completed based on factors to include but not limited to contact time, examinations, projects, work experience and clinical experience.

The awarding of full credit cannot be made where the incomplete requirements are an essential part of the course or are program components that mandated by law or regulatory bodies, are necessary for competency in the workplace, or are required to complete licensure examinations.

**A. Reinstatement**

1. In General. Any student whose sudden withdrawal or prolonged absence from the University was necessitated by his/her call to active duty in the U.S. Armed Forces

or the Virginia National Guard shall be entitled to readmission to the University under the following conditions:

- a. The student (or their Commanding Officer or his/her designee, or Director of the Department of Defense) gives advance written notice of such service to the Registrar of Norfolk State University;
  - b. The cumulative length of the absence and of all previous absences from the University by reason of service in the uniformed services does not exceed five years;
  - c. Except as otherwise provided in this section, the student submits a notification of intent to re-enroll in the University in accordance with the notice provisions referenced;
  - d. The student submits an original or certified copy of their military orders requiring the sudden deployment or prolonged absence from the University;
  - e. The student provides a copy of their military orders specifying Virginia as their permanent duty station; and
  - f. The Student presents a Military ID card or copy of the Certificate of Release or discharge from Active Duty, DD Form 214 (to be presented to the Registrar for verification purposes only).
2. Exceptions to the General Policy
- a. Military necessity. No advance notice is required if the giving of such notice is precluded by military necessity such as:
    - a. a mission, operation, exercise, or requirement that is classified; or
    - b. a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge.
    - c. Students relying on the military necessity exception must follow the procedures described in paragraph E (3) below.
3. Failure to Give Advance Notice. Any student (or an appropriate officer of the Armed Forces or official from the Department of Defense) who did not give advance written or verbal notice of service to the Registrar at the university in accordance with this policy may meet the notice requirement by submitting, at the time the student seeks readmission, an attestation to the University (from an appropriate officer of the Armed Forces or official from the Department of Defense) that the student performed service in the uniformed services that necessitated the student's absence from the University.

## **B. Documentation**

1. Students who are members of the active and reserve U.S. Armed Forces or the Virginia National Guard who are called to active duty necessitating his or her sudden withdrawal or prolonged absence from the University must provide the following documents to the University Registrar upon submission of the [Student Withdrawal form](#)

in order to initiate withdrawal without punitive action from the University:

- a. A copy of their active duty orders (activation/deployment) - If orders are unobtainable (Emergency Call-ups), the University Registrar will serve as a facilitator in the process of verifying the student's military status by receiving written confirmation by e-mail, fax, etc. from the company commander.
  - b. Student's active duty military ID card - (present to University Registrar's Office for verification purposes only – do not copy).
  - c. Based upon the regulations, the Financial Aid Office will make the requisite adjustments in aid awarded (if needed) and notify the appropriate agencies.
  - d. Notification of Intent to Return
    - i. In general. Except as provided in subparagraph (B), a student referred to in subsection (a) shall, upon the completion of a period of service in the uniformed services, notify the University of his or her intent to return to the institution no later than five years after the completion of the period of service.
    - ii. Hospitalization or convalescence. A student who is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of service in the uniformed services shall notify the University of his/her intent to return to the University no later than two years after the end of the period that is necessary for recovery from such illness or injury.
    - iii. Effect of failure to apply for readmission within prescribed time period. A student who fails to apply for readmission within the period described in this section shall not automatically forfeit such eligibility for readmission to the University, but shall be subject to the University's Attendance Policy and general practices.
2. In general. A student who submits an application for readmission to the University under this section shall provide to the University documentation to establish that:
    - a. the student has not exceeded the service limitations established under this section; and
    - b. the student's eligibility for readmission has not been terminated due to an exception in Subsection I.
  3. Procedure. The following documents must be provided to the University Registrar upon submission of the Application for Readmission in order to initiate re-enrollment of military students returning from mobilization or on temporary active orders for six months or more:

- a. Original or certified copy of their Department of Defense DD Form 214 Report of Separation or copy of military orders specifying Virginia as their permanent duty station; and
    - b. Military ID card (present to the University Registrar for verification purposes only – photo copies are not accepted).
  4. Prohibited Documentation Demands. Norfolk State University may not delay or attempt to avoid readmission of a student under this section by demanding documentation that does not exist.
- C. No Change in Academic Status.** A student who is readmitted to the University under this section shall be counseled and readmitted with the academic status which existed at the time that the student last attended the University.
- D. Exception from Readmission Eligibility.** A student’s eligibility for readmission to the University under this section terminates upon the occurrence of any of the following events:
1. The student is separated from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge.
  2. A dismissal of such person as permitted under § 1161(a) of Title 10, United States Code.
  3. The person is dropped from the rolls pursuant to § 1161(b) of Title 10, United States Code.
  4. The University determines that prior expulsion or criminal conduct makes said student ineligible for readmission.
  5. Students who have been permanently dismissed from Norfolk State University are not eligible for readmission.
- E. Reinstatement into Specific Program of Study.** The University will make every effort to ensure that a returning student covered under this policy will be able to complete his/her program of study. In the unlikely event that said program of study is no longer available at Norfolk State University, the Office of the Provost and Vice President for Academic Affairs, in collaboration with the applicable academic department, will make every effort to secure enrollment for the student at a university with the same or similar program.
- F. Deferral of Enrollment in Specific Program of Study.** The University will make every effort to ensure that a returning student covered under this policy that was admitted to a specific program of study but took no coursework in said program, is allowed to complete the program of study. The academic department housing the program of study shall make any determinations regarding any readmission requirements.

## **PUBLICATION**

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community, including current and prospective students, within 14 days of Board approval;

- Submit this policy for inclusion in the online Policy Library within 14 days of Board approval;
- Post the policy on the Board of Visitors, Division of Academic Affairs, and Enrollment Management Office, Military Programs, Veterans Affairs, University Registrar webpages and any other related webpages, all student handbooks, and University catalogs; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

### **REVIEW SCHEDULE**

- Next Scheduled Review: 04/26/2021
- Approval by, date: President 06/05/2014
- Revision History:
- Supersedes: Policy No. 30.042 Policy on Tuition Relief, Refund and Reinstatement for Sudden Deployment and/or Prolonged Absence of Active Duty Military Personnel (2011)

### **RELATED DOCUMENTS**

- [Higher Education Opportunity Act, 20 U.S.C. § 1088 et seq.](#)
- [Code of Virginia § 23-9.6:2](#)
- [Virginia Tuition Relief, Refund, and Reinstatement Guidelines \(2010\)](#) established by the State Council of Higher Education for Virginia ("SCHEV")
- [BOV Policy # 7 \(2014\) Military Deployment](#)
- [University Withdrawal Refunds](#)
- [University Residential Life/Housing Withdrawal and Refund Policy](#)

### **FORMS**

*There are no forms associated with this policy.*