



Administrative Policy #31 – 14 Military Tuition Relief and Reinstatement

Policy Title: Military Tuition Relief, Refund, and Reinstatement

Policy Type: Administrative

Policy No. Policy # 31-14 (2021)

Approved: August 2024

Responsible Office: Military Services and Veterans Affairs

Responsible Executive: Vice President for Student Affairs

Applies to: Students

POLICY STATEMENT

Norfolk State University is committed to serving and fostering an educated, skilled, and diverse workforce, including the military and veteran population. This policy provides guidance on tuition relief and refunds in exceptional circumstances for military and veteran students. Also, 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](#).

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DEFINITIONS

Military Duty: includes active duty, reservist, and civil services members in the armed forces of the United States.

Military Student: includes all active duty, reservists, and civil service 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 Military Services and Veterans Affairs Office officially interprets this policy and is responsible for obtaining approval for any revisions as required by [BOV Policy #1 \(2014\) Creating and Maintaining Policies](#) through the appropriate governance structures. Questions regarding this policy should be directed to the Vice President for Student Affairs.

STAKEHOLDER(S)

The University campus community (Active-duty military and veteran students, faculty, admissions, the Military Services and Veterans Affairs Office, the Financial Aid Office, Student Accounts and the Office of the Registrar).

MILITARY TUITION RELIEF, REFUND AND REINSTATEMENT

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 regarding the University [Withdrawal Refund Schedule](#).

Food and Housing

Room and Board charges will be adjusted 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. **Academic Credit**

- If 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 under the [University Withdrawal and Refund Schedule](#)
- 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 Schedule](#)
- 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 of 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 student will be required to repeat the course.
- Students who have completed 75 percent of course requirements at the time of military activation and, notwithstanding 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 the percentage of completed course requirements based on factors including 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.

Reinstatement

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 shall be entitled to readmission to the University under the following conditions:

- 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;
- The cumulative length of the absence and all previous absences from the university by reason of service in the uniformed services does not exceed five years;

- 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;
- The student submits an original or certified copy of their military orders requiring the sudden deployment or prolonged absence from the University;
- The student provides a copy of their military orders specifying Virginia as their permanent duty station; and
- 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).

Exceptions to the General Policy

Military Necessity

No advance notice is required if the giving of such notice is precluded by military necessity such as:

- a mission, operation, exercise, or requirement that is classified; or
- a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge.

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 provide an advance written notice of service to the Registrar under 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.

Documentation

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 their sudden withdrawal or prolonged absence from the University must provide the following documents to the University Registrar upon submission of the [Student Withdrawal Form](#) to initiate withdrawal without punitive action from the University:

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.

Based upon the regulations, the Financial Aid Office will make the requisite adjustments in aid awarded (if needed) and notify the appropriate agencies.

Notification of Intent to Return

- **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.
- **Effect of failure to apply for readmission within a prescribed 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.

A student who submits an application for readmission to the University under this section shall provide to the University documentation to establish that:

Procedure

The student must apply for Re-Admission and provide a DD-214 to the University Registrar upon submission of the Application for Readmission to initiate re-enrollment of military students returning from mobilization or on temporary active orders for six months or more:

- **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 that existed when the student last attended the University.

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:

- The student is separated from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge.
- The University determines that prior expulsion or criminal conduct makes said student ineligible for readmission.
- Students who have been permanently dismissed from Norfolk State University are not eligible for readmission.

Reinstatement into a Specific Program of Study. The University will make every effort to assist a returning student covered under this policy completes his/her program of study. In the unlikely event that a declared program of study no longer exists, the Office of the Provost and Vice President for Academic Affairs, and the applicable academic department, will make every attempt to secure enrollment for the student at a university that provides an equivalent or similar program.

EDUCATION AND COMPLIANCE

Norfolk State University faculty and staff and the Military Services and Veterans Affairs Office are

provided updates on the policy biannually. Students are provided information about the relief, refund, and withdrawal process at the beginning of each semester. The information is immediately available in the Registration Information Booklet published on the Office of the Registrar's webpage. The importance of navigating these responsibilities ultimately lies with the student requesting the withdrawal information.

To ensure conformity to the requirements of this policy, the Office of the Registrar will monitor compliance activities with this policy biannually. Failure to comply with the process will result in immediate notification to the Military Services and Veterans Affairs Office. Continuous or unresolved violation of this policy will be reported to the Vice President for Student Affairs.

PUBLICATION

This policy will 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 approval;
- Submit this policy for inclusion in the Online Policy Library within 14 days of approval;
- Post the policy on the Division of Academic Affairs, and Enrollment Management Office, Military Services and 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.

REVIEW SCHEDULE

Next Scheduled Review: June 2024

Approval by, date: President, August 16, 2024

Revision History: August 2024

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](#)

[Return of Title IV and State Aid Funds – Official, Unofficial, and Retroactive Withdrawals](#)

FORMS

There are no forms associated with this policy.