

PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 112.0 REFUNDS, CREDITS AND REINSTATEMENT AS A RESULT OF ACTIVE MILITARY SERVICE

Policy #:	I – 112.0
Effective:	August 2011
Revised:	October 2013
Responsible Dept.:	VPISS

Purpose

To provide guidelines regarding tuition refund, credits and reinstatement for students called up for active military service.

Policy

In accordance with Code of Virginia, the following policy pertains to students who are called to military service in the uniformed services in the midst of a semester. Military Service is defined as service on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, when mobilized or deployed for a period of more than 30 days. Dependents of military members may also be given consideration under this policy. Dependents are defined as any civilian qualifying as a military dependent under 37 USC 401 currently or otherwise amended.

Students should notify the Veteran's Affairs Specialist in the event of being called to military service.

Procedures

Tuition and Required Fees

Should a student be ordered to active duty or be mobilized and request to be withdrawn from the college after the census date, the student may elect either to be deleted from the registration file and be awarded a refund, or to be administratively withdrawn with no refund and assigned a grade of "W."

Students requesting refunds shall be refunded for all tuition and required fees including miscellaneous education, general program, auxiliary services and student activity fees. Such refunds may be retained and applicable to tuition fees charged in the semester or term in which the student returns to study.

Documentation must be provided in the form of written military orders or a letter from the student's commanding officer.

Deposits

Students requesting refunds shall be refunded for all deposits retained by the College.

Textbooks

Students requesting refunds shall be refunded for textbook costs according to the contractual arrangement with the local textbook vendor.

Academic Credits and Grades

Students ordered to active duty or who are mobilized may receive an incomplete grade ("I"). All course requirements shall be completed within one year from the date of release from active duty or mobilization.

Students ordered to active duty or are mobilized may complete examinations prior to regularly scheduled times in order to complete course requirements. Approval must be granted by the student's faculty instructor(s) and dean for examinations to be completed prior to regularly scheduled times.

Reinstatement

Students who are called to active duty or are mobilized will be reinstated in the same program(s) of study without having to re-apply for admission if they return to the College after a cumulative absence of not more than five years, so long as the student provides notice of intent to return to the College to the Veteran's Affairs specialist not later than three years after the completion of the period of service.