



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Withdrawal for Military Purposes
Procedure Number: 07-2003-0018
Board Policy Reference: IV.B.1

Accountable Administrator: Associate Vice President, Enrollment Management

Position responsible for updating: Registrar

Original Date: 11/03

Date Approved by Cabinet: 11-08-11

Authorizing Signature: *signed original in file*

Dated: 12-09-03; 11-09-11

Date Posted on Web: 07-22-08; 11-09-11

Revised: 09-05; 03-06; 07-08; 10-11

Reviewed: 09-05; 07-08; 10-11

Purpose/Principle/Definitions:

This procedure addresses withdrawal and/or refund of tuition and fees for a student who is called to active duty in the Armed Services while enrolled, and who must leave school to fulfill his/her obligation. This does not include basic training.

Guidelines:

The following guidelines will be followed when a Veteran, Reserve, or National Guard student is called to active duty for military purposes:

- The student may withdraw or drop courses without record and receive a full tuition and fee refund, or
- The student may, at his or her discretion, elect to complete courses by making special arrangements with the instructor(s) by creating an incomplete contract, allowing reasonable time to complete the academic work required.

Physical proof of Activation Papers must be provided. Copy of the orders or other verification will be put in the student file for audit purposes.

Students called to duty who have received Federal Title IV Financial Aid, when given a full refund, must work with the BMCC Financial Aid Office to determine if any distributed funds will need to be paid back to the federal government.

A family member may make the request for withdrawal but a refund will not be granted until activation papers are provided.

Employees will make a note on the front of the schedule change form that a *full refund is requested for military withdrawal* and attach a copy of the official orders to the withdrawal form before sending it to the Service Center for processing.

Special Forms:

Schedule Change form