



Academic Policy

Policy Title:	Military Withdrawal due to Orders
Policy Number:	3115
Date Adopted:	05/04/2016
Version:	4.0
Review Cycle:	Biannual
Date Last Reviewed:	9.23.2024
Office Responsible:	Student Services/Registrar
Reviewing Committee:	Academic Council
Related Policies:	
Related Laws:	
Related Code of Regulation:	

Policy Summary:

This policy outlines the procedures for a member of the United States Armed Forces, to include National Guard and Reservists, to withdrawal from classes in the event that said student is activated for military service. This policy also includes the Re- Enrollment Process for a student that is returning from active duty per military orders.

Policy Scope:

This policy applies to all current Jackson College student veterans.

Policy Statement:

If a member of the United States Armed Forces that is a student at Jackson College is called to active duty as a result of military orders they are encouraged to withdraw from all Jackson College courses.

Any student called to active service during the course of a semester may withdraw from the College with a full refund of all tuition and fees and the prorated refund of board and room fees. Under this policy course credit and grades will not be awarded, and will not affect future financial aid or Standard Academic Progress (SAP).

Step 1:

Contact the College Student Services Office and/or an academic advisor (navigator) to formally withdraw from the college. Be sure to present military orders when meeting with a navigator or college representative. The college will refund 100% of tuition and fees paid by the student for courses they cannot complete. Refunds will only be made after the student has submitted an appeal and military orders have been presented that direct the student to active duty.

Step 2:

If financial aid is not being used then the student will receive a refund. If direct deposit is set up with the Business Office a refund will be in the account listed in 5 to 7 business days. If direct deposit is not set up then a check will be mailed to the address on file within 5 to 10 business days.

Step 3:

If the student is using financial aid, the procedure is:

- Formally withdraw from the college as stated in Step 1
- Inform the college representative of receipt of financial aid Academic Policy
- Students with Federal Direct Loans must complete exit counseling at

<http://www.dlssonline.com/exitcounseling/ecec-main.asp>

- To avoid having to begin loan repayment, the student must request military deferments on any federal loans by contacting the loan holder directly.

Re-Enrollment after Returning from Active Duty:

Under the Higher Education Opportunity Act of 2008 (HEOA) (Sec.484C), institutions are required to readmit a student who withdrew or did not accept an admission offer in order to perform military service as described in orders.

The following explains the eligibility and readmission requirements of this policy.

Step 1:

- Contact the college office as soon as possible. The college office will update the student database.

Step 2: Process for reactivating financial aid.

- Complete FAFSA and Financial Aid Applications for the new academic year

Step 3:

- Meet with Student Success Navigator to establish/confirm progress in program, create class schedule, and register for classes.

Change Log

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
05/04/2016	1.0	Created	Z. McNitt / E. Snell
10/16/2019	2.0	Annual Review	Z. McNitt
10/16/2019	3.0	Annual Review	Z. McNitt
9.23.2024	4.0	Annual Review Updates to withdraw process and readmission process	Academic Council