

## **Refunds, Credits, and Reinstatement as a Result of Military Service**

Pursuant to 23-9.6:2 of the Code of Virginia, and corresponding State Council on Higher Education for Virginia (SCHEV) Guidelines, Thomas Nelson Community College (TNCC) has developed this policy providing for the tuition relief, refund, and reinstatement of students whose service in the uniformed services has required their sudden withdrawal or prolonged absence from their enrollment. Service in the uniformed services is defined as 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. TNCC shall provide for the following:

### **a. Tuition and Required Fees**

Should a student be ordered to active duty (for reservists) or be mobilized (active military) as described in the Code of Virginia, Section 23-9.6:2 and the State Council's Virginia Tuition Relief, Refund, and Reinstatement Guidelines and he/she requests to be withdrawn from the college after the census date, the student may elect either to be deleted from the registration file and be awarded a full refund or to be administratively withdrawn with no refund and assigned a grade of "W". This policy also applies to refunds of Miscellaneous Education fees, General Program fees, Deposits, Auxiliary Services fees and Student Activity fees to students.

TNCC shall provide, at the option of the student refunds of deposits to be retained and to be applicable to tuition and fees charged in the semester or term in which the student returns to study.

### **b. Textbooks**

TNCC shall process refunds for textbooks according to contractual arrangement with local vendors.

### **c. Academic Credits and Grades**

Students who are called to active duty or are mobilized, meaning serving in the uniformed services, as described in Virginia Tuition Relief, Refund, and Reinstatement Guidelines, will have the opportunity to receive an incomplete grade ("I") until released from active duty (for reservists) or mobilization (for active military personnel). All course requirements shall be completed within one year from the date of release from active duty or mobilization.

Students may be given the option of taking their examinations prior to regularly scheduled times as an exception to VCCS policy 5.6.1 in accordance with the Virginia Tuition Relief, Refund, and Reinstatement Guidelines.

Careful consideration will be given and special options are available for students who receive student financial aid or Veterans Administration benefits.

### **d. Deposits**

TNCC shall provide, at the option of the student, deposits to be retained and to be applicable to

tuition, or fees charged in the semester or term in which the student returns to study.

e. **Reinstatement**

Students who are called to active duty or are mobilized will be provided a reasonable opportunity to be reinstated in the same programs of study without having to re-apply for admission if they return to TNCC after a cumulative absence of not more than five years so long as the student provides notice of intent to return to the institution not later than three years after the completion of the period of service.

f. **Dissemination of Information**

In accordance with the requirements of the Code of Virginia, Section 23-9.6:2, and the Virginia Tuition Relief, Refund, and Reinstatement Guidelines, TNCC will make every effort to ensure that the aforementioned VCCS policies relative to tuition relief, refund, academic credit and reinstatement are well disseminated and carefully explained. TNCC has designated the VP of Student Affairs as the office to ensure that these policies are properly disseminated and administered.