

NEW POLICY

SUMMARY: Sets out the policy for handling refunds of tuition, fees, and other expenses for students who are called to active military duty during academic semester. The policy aligns with UNC Policy, Section 700.7.1.



**NORTH CAROLINA AGRICULTURAL AND
TECHNICAL STATE UNIVERSITY**

SEC. II – MILITARY-AFFILIATED 3.0

**CALL TO DUTY: REFUNDS OF TUITION, FEES AND OTHER
EXPENSES**

UNIT POLICY--ACADEMIC AFFAIRS

A. PURPOSE:

This document sets out the policy concerning a refund of tuition, fees and other expenses for those students who are called to active military duty from the Military Reserves or National Guard and those active duty students who are deployed.

B. POLICY/PROCEDURE:

Any student who cannot complete a semester due to being involuntarily called to active duty from the Reserves or National Guard or an active duty student who is deployed may request:

- Full refund of personal tuition payments, and out-of-state fees (if applicable)
- Payment plan formulated by student for unpaid previous account balances (*student is not subject to collection action during deployment*)
- Full refund for textbooks purchased through the University Bookstore for the semester in progress (*textbooks, receipts, and orders are required*)
- Other unused course required fees
- Refund of housing and meal plan at a prorated rate (*In order for a student living in University housing to receive a refund from Housing and Residence Life, room keys must be returned to the appropriate office.*)

If a student is receiving financial aid when called to active duty, financial aid must be repaid according to federal and state guidelines before the University will issue a refund.

Health fees are generally fully refundable, except for a student who has used the University's health services. This student will be billed at the service rate to a maximum charge equivalent to the health fee. A student who has enrolled in the Student Health Insurance program should contact the agent for information on a pro-rated refund of premium. The student is still responsible for all miscellaneous charges, such as library fines, health service charges, etc.

To receive the refund, at the time the withdrawal from the University is initiated the student must present to the Office of Veteran and Disability Support Services a copy of military orders verifying the call. A student must provide a mailing address to which the student would like the refund to be sent.

The Office of the Registrar should obtain all information regarding any student who withdraws under this policy to ensure the student does not receive a recorded grade. The University Registrar's Office will notify the appropriate offices of the student's withdrawal, including The Graduate School (*if applicable*), the Financial Aid Office, Housing and Residence Life, and the Treasurer.

Date policy is effective: upon approval

Approved by the Chancellor

First approved: April _____, 2016

Revised:

Harold L. Martin, Sr.
Chancellor

date signed for final posting

Joe B. Whitehead, Jr.
Provost and Vice Chancellor for Academic Affairs

date signed for final posting