

## NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

### 2215P MILITARY SERVICE AND DISABLED VETERANS PROCEDURE

Students who are members of any branch of the U. S. military and are unable to complete a semester due to having been called to active duty, based on official documentation, and veterans who have a service-connected disability, as certified by the United States Department of Veterans Affairs, shall to the extent possible be provided one of the following options.

#### **Options:**

1. The student may be administratively dropped from one or more courses for which tuition and fees have been paid that are attributable to the courses and be given a full refund of tuition. The tuition and fees must be credited to the person's account at NCTC. Any refunds are subject to the requirements of the state or federal financial aid programs of origination.

Students receiving financial aid who choose this option may be liable for any required refunds of state or federal financial aid funds. In such a case, the student must not receive credit for the courses and must not receive a failing grade, an incomplete, or other negative annotation on the student's record, and the student's grade point average must not be altered or affected in any manner because of action under this item.

2. The student may be given a grade of incomplete in a course and complete it upon release from active duty or upon completion of medical treatment, or upon sufficient medical recovery. Course completion may be accomplished by independent study or by retaking the course without repayment of tuition. Under federal financial aid policies, a course that is retaken this way may not be counted toward a student's enrollment load. Students requesting this option should inquire at the campus Registrar's office.
3. The student may continue and complete the course for full credit. Class sessions the student misses due to performance of active military service or due to the person's medical treatment or medical condition must be counted as excused absences and must not be used in any way to adversely impact the student's grade or standing in the class. Any student who selects this option is not however, automatically excused from completing assignments due during the period the student is performing active military service or receiving medical treatment or recovering from a medical condition.

A letter grade or a grade of pass must be awarded only if, in the opinion of the faculty member teaching the course, the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the grade. If the faculty member determines that the student has completed sufficient course work to earn a grade of C or better, the student may be given credit for completion of a course.

If a student chooses to withdraw, the student shall be readmitted and reenrolled as a student at NCTC, without penalty or redetermination of admission eligibility, within two years following

release from the state or federal active military service or following completion of medical treatment or sufficient recovery from the person's medical condition.

**Refunds:**

If the student is seeking a refund of tuition, the following shall serve as guidance on the refunding of tuition paid. Any student who has enrolled at NCTC and paid tuition for the course, and who, prior to the termination of the school year for which the tuition was paid, has been called to active duty into the military service of the United States, or any student who has a service-connected disability, is entitled to the refund of all tuition paid for which credit cannot properly be given.

Students seeking such refund shall:

- 1) Appeal for tuition refund by completing the Student Appeal form.
- 2) Attach a copy of the documentation from the military of being called to active duty or of a service-connected disability.
- 3) Submit Appeal form and documentation to the respective campus Registrar's office. Registrar's office forwards request to the Student Service Appeal committee for consideration.
- 4) Student Service Appeal Committee verifies required documentation and approves request if proper documentation is attached.
- 5) Student shall be notified of outcome per NCTC procedure 3240P.

**Reference Documents:** MnSCU Procedure 5.12.1, Military Service and Disabled Veterans, Minnesota Statute Chapter 192.502, Protections, Minnesota Statute Chapter 197.447, Veteran, Defined, Minnesota Statute 136F.701 Refund of Tuition.

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