


Title: Military Leave and Re-Admissions Policy	
Originated by: Dean of Student Services	
Signature 	January 24, 2020
	Date
Approved by:	
	January 28, 2020
Signature	Date
Reviewed:	Revised:

Policy Statement: Any student whose absence from Manhattan Area Technical College is necessitated by reason of service in the US Armed Forces, National Guard, or other military reserve component shall be entitled to a Military Leave of Absence (MLOA), and/or readmission to the College upon meeting any eligibility and readmission requirements listed herein.

Rationale: The purpose of this policy is to comply with a Military Leave of Absence and readmission requirements for service members set forth in the [Higher Education Opportunity Act \(HEOA\) section 487](#), and its implementing regulations ([34 CFR § 668.18](#)). This applies to service in the U.S. Armed Forces, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve.

Military Leave and Re-Admissions Policy

Manhattan Area Technical College recognizes that students who serve in the U.S. armed forces may encounter situations in which military obligations force them to withdraw from a program of study, and that this can sometimes happen with little notice. This policy applies to all College programs, and is intended to recognize, and make appropriate allowances for, students who find themselves in such situations.

Military Leave and Refund Procedures

Description

For purposes of this policy, a “military service leave” is a College approved withdrawal from all in-progress College courses that is necessitated by service, whether voluntary or involuntary, in the United States Armed Forces, including service by a member of the National Guard or Reserve, active duty, active duty for training, or full-time National Guard duty under Federal authority, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

Student Responsibilities

A student who is called to active duty or active service in a branch of the United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard, National Guard or Reserve) and wishes to take a military service leave must:

Provide the College with advance notice of such service and the intention to take a leave of

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absence. As soon as feasibly possible, after receiving military orders that require withdrawal from a program of study, a student must contact the College Registrar to request a formal leave of absence, and attach a copy of the military orders or other appropriate documentation to the request. This advanced notice may be made by the student, or by an appropriate officer of the U.S. Armed Forces or official of the U.S. Department of Defense. The notice does not need to include a statement of an intention to return to the College. If military necessity renders it impossible to provide advance notice to the Registrar, the student may initiate a military service leave by providing notice at the first reasonable opportunity, in writing, personally signed, and with a copy of the military orders attached.

College Procedures

Upon receiving notice of a student's request to withdraw from the College, the campus Registrar will review the request and initiate the military service leave of absence by notifying the Financial Aid Office and the Business Office. The Financial Aid Office will review the student's eligibility for financial aid funds received before the time of withdrawal, and inform the student about the status of his or her financial aid, as well as actions required to defer loan repayments based on military obligations. Students who are granted a military service leave will receive a 100% refund of tuition and fees charged for the semester or academic term in which they withdraw for courses not yet commenced. However, students will be charged for College expenses already incurred for courses completed, or substantially completed. Substantial completion will be determined on a case by case basis. If the College determines that it is appropriate to award academic credit for work completed in the semester or academic term in which a student takes military service leave, the student shall not receive a refund for the portion of the course of study for which academic credit is awarded. No refund will be provided until the College receives a copy of the military orders necessitating the withdrawal. Students who are granted a military service leave may be on leave for up to five academic years, after which an extension may be granted with the Dean of Student Services approval. To apply for an extension, students must contact the Student Services Office. Students who do not request an extension will be withdrawn from the College and at a later date may choose to seek readmission. To seek readmission at a later date, students must contact the Student Services Office.

Military Re-Enrollment Procedures

Description

For purposes of this policy, a "military re-enrollment" is a College approved re-enrollment after a military service leave.

Students Responsibilities

A student who has taken military service leave from the College or has had studies interrupted because of active duty or active service in a branch of the United States Armed Forces and wishes to re-enroll must:

Notify the College of the intent to return, to resume a course of study upon conclusion of duty or service, and present appropriate documentation prior to the semester in which the student is requesting re-enrollment. To qualify for military re-enrollment, a student must provide notice to the College of the intention to re-enroll within three years of the time he or she is discharged from military service, or is placed on inactive duty. Notice should be provided in writing to the

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Registrar and should include documentation (including an official certificate of release or discharge, a copy of duty orders, or other appropriate documentation) to verify the student's withdrawal was related to service in the uniformed services, and that the student is able to resume studies.¹ Military re-enrollment guarantees a student who meets these requirements access to the same course of study he/she was in at the time of withdrawal, without incurring a re-enrollment fee, unless a student receives a dishonorable or bad conduct discharge, or has been sentenced in a court-martial.² Any student who, because of military necessity, did not give written or oral notice of service to the College Registrar prior to withdrawal, may, at the time the student seeks readmission, submit documentation that the student served in a branch of the U.S. Armed Services that necessitated the student's absence from the College.

College Procedures

A student who meets the notice requirements set forth herein will be granted military re-enrollment in the semester following the notice of intent to return, or, if the student chooses, at the beginning of the next full academic year. Upon returning to the College, the student will resume his or her course of study without repeating completed coursework, and will have the same enrollment status and academic standing as held prior to the military leave. If the student is readmitted to the same program, during the first academic year in which the student returns, the student will be assessed the same tuition and fee charges that the student was or would have been assessed during the academic year in which the student left the institution. However, for the first academic year in which the student returns, the College may assess an amount up to the amount of tuition and fee charges that other students in the program are currently assessed for that academic year if the student's veterans' education benefits³, or other service member education benefits will pay the amount in excess of the tuition and fee charges assessed for the academic year in which the student left the institution.

If, in the judgment of the College, a student is not academically prepared to resume a course of study in which he or she was previously enrolled, or is unprepared to complete a program, the College will determine whether reasonable means are available to help the student become prepared. The College may deny the student re-enrollment if it determines that reasonable efforts are not available, or that such efforts have failed to prepare the student to resume the course of study or complete the program. A student who has been away from the College on military service for more than five years (including all previous absences for military service obligations after initial enrollment, but including only time the student spends actually performing service in the uniformed services) will not be guaranteed military re-enrollment, but may petition the Registrar for consideration of military re-enrollment.⁴ A student who chooses, at the conclusion of military service, to enroll in a different course of study than enrolled in at the time of military withdrawal, must complete the regular admission and enrollment process for that program of study.

¹ The College shall determine the adequacy of documentation with reference to [34 C.F.R. Sec. 668.18\(g\)](#).

² As defined in [34 C.F.R. Sec. 668.18\(h\)](#).

³ As defined in section [480\(c\) of the HEA](#).

⁴ This cumulative leave of absence restriction shall be interpreted and applied with reference to [34 C.F.R. Sec. 668.18\(c\) and \(e\)](#), which set forth rules for calculating cumulative absence due to military service.

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Additional Financial Considerations

All applicable financial aid awards will be refunded to the appropriate agencies, and returns of federal student aid will be calculated in accordance with federal guidelines. Refer to [Policy 6.3.2](#) for information on return of unearned Tuition Assistance (TA) funds.