

## **STUDENT MILITARY LEAVE POLICY**

From time to time, students who are serving in the Guards or Reserves may be called to active status before a semester has started, or once a semester has started. The provisions outlined for students who are serving in the Army, Air Force, Marine Corps, Navy and Coast Guard Reserves or a member of the National Guard who have been called to active duty or active service as outlined in the Higher Education Relief Opportunities for Students Act of 2003 will be followed when this happens.

### Procedures

1. A student called to active duty or service once enrolled at the College must provide copies of his/her orders. Once this paper work is received an administrative withdrawal will be processed for those so impacted who are currently enrolled at the College.

2. Title IV Student Aid.

a. Recipients of student financial assistance under Title IV of the Act who are affected individuals will not be placed in a worse position financially in relation to that financial assistance because of their status as affected individuals;

b. Administrative requirements placed on affected individuals who are 25 recipients of student financial assistance are minimized, to the extent possible without impairing the integrity of the student financial assistance programs, to ease the burden on such students and avoid inadvertent, technical violations or defaults;

c. The calculation of “annual adjusted family income” and “available income”, as used in the determination of need for student financial assistance under Title IV of the Act for any such affected individual (and the determination of such need for his or her spouse and dependents, if applicable), may be modified to mean the sums received in the first calendar year of the award year for which such determination is made, in order to reflect more accurately the financial condition of such affected individual and his or her family;

d. The calculation under section 484B(b)(2) of the Act (20 U.S.C. 1091b(b)(2)) of the amount a student is required to return in the case of an affected individual may be modified so that no overpayment will be required to be returned or repaid if the institution has documented the student’s status as an affected individual in the student’s file and the amount of any overpayment discharged.

3. Tuition Refunds or Credits.

a. Mercy College will provide a full refund to students who are affected individuals for that portion of a period of instruction each student was unable to complete, or for which such

individual did not receive academic credit, because he/she was called up for active duty or active service; and

b. If affected individuals withdraw from a course of study as a result of such active duty or active service, Mercy College will make every effort to minimize deferral of enrollment or reapplication requirements and will provide as much flexibility as possible with administrative deadlines related to the application process. NOTE: an affected individual will need to comply with revisions in the admission criteria which may have occurred while he/she was on active duty or service.

#### 4. Repeating a Course.

An affected individual enrolled in a nursing program of study who has been away from the College for more than one full academic year will be required to repeat any nursing courses he/she has taken. This may apply to courses in other professional programs as well.