

## **Withdrawal and Readmission Policies for Military Students Called to Active Duty**

A fully-enrolled student who is a member of the U.S. Armed Forces, National Guard, or is in the Reserves, and who is ordered to Active Duty by the U.S. federal government for more than 30 consecutive days or less than 30 days if the absence/lack of course participation would normally lead to withdrawal has the following options pertaining to that period of enrollment:

- File for a Complete Withdrawal from school and receive a full refund of tuition and mandatory fees. The student will receive a WM (Withdrawal-Military) on his/her transcript for each of his/her courses. As with all other attempted courses, those courses/requirements would not be eligible for transfer to SAGU from another institution.
- If the service period is less than the period of enrollment, students may make arrangements through the course instructors and approved through Academic Services for a limited and specific extension of time to complete the courses after the student's service has ended. If arrangements are approved, the student's registration will continue, and no refunds will be issued. However, students in this situation will not be charged the course extension fee.

Students called to duty must notify the SAGU Registrar's Office in writing or verbally as far in advance as is practical. Students applying for military enrollment benefits should submit a copy of their military orders along with their request. In the event of an emergency deployment or the student is under orders not to disclose their deployment, students must submit appropriate documentation of military service upon their return.

For students using Title IV funds (federal financial aid) to finance their education, a Complete Withdrawal from school will initiate the Return of Funds calculation as required by federal regulations. For more information about the implications of a Military Withdrawal on financial aid status please contact the SAGU Financial Aid Office. Additionally, students need to follow-up with Student Billing regarding any Veterans Benefits they may be receiving.

Except for the circumstances listed under 34CFR668.18(e), a student's cumulative active duty service obligations must equal five (5) years or less. Students seeking military service readmission benefits must reapply at SAGU within three years of their last month of active duty. In the case of serious injury incurred while serving, students must reapply to SAGU within two years of medical release. Students will need to submit documentation establishing their eligibility for re-admission benefits upon application to the university.

Students may return to school under their former program of study and at the former tuition rate for the first year. The student will not be charged an application fee for re-applying. After the first academic year, the student will be under the tuition rate currently in effect for their program. If the student's academic program no longer exists or has changed significantly from the time of the student's last enrollment, SAGU will ensure that the student has the opportunity to complete an equivalent program with minimal obstacles so long as the program outcomes are met.

Except for the exceptions listed under 34CFR 668.18(a)(2), the student will return at the same college level, credit hours, and academic status under which he/she left the institution.

In accordance with paragraph (h) of 34CFR668.18, students separated from the Armed Services with a dishonorable or bad conduct discharge, by general court-martial, or as a result of being absent without leave or through desertion are not eligible for readmission benefits. SAGU reserves the right to deny readmission to any student returning under these conditions.