



Name of Policy: Military Leave of Absence
Responsible Department: Office of the Registrar
Responsible Administrator: Registrar
Effective Date: August 1, 2017

POLICY

Elms College supports students who are members of the United States Armed Forces and Reserve 42 Units. To assist them, as well as protect and safeguard their status as Elms College students, and in accordance with federal law, the college has adopted a Student Military Leave of Absence Policy.

Refunds and Grades

Any student who is a member of a military unit, reserve unit or the National Guard and is activated or called to active duty during a semester or term will automatically be entitled to a full refund or credit of all tuition and fees that he or she has paid toward the expenses for that specific academic term. Any student who has received any form of financial aid, including a full or partial scholarship or student loan or who expects to receive such, should contact the Financial Aid Office to make appropriate arrangements. Students residing in residence halls shall receive refunds on a pro rata basis for the remainder of the semester.

If the notification of the call to active duty comes after the midterm date of the semester, the student will have the option of either taking a full refund, or credit of tuition and fees, or requesting an Incomplete grade in his or her courses, with the privilege of returning to complete all required coursework within two academic years without payment of any further tuition and fee charges.

Procedure

It is the responsibility of the student to present a copy of the Order to Active Duty to the Registrar's Office and to request the appropriate refund, credit or course incompletes within one week of receipt of the Order.

If a refund or credit is requested, the Registrar's Office will work with the Student Accounts Office to process the course drops and issue the refund or credit. Confirmation of course(s) withdrawal or approval for incompletes will be provided by the Registrar. Confirmation of any refunds will be provided by the Student Accounts Office.
Leave of Absence Option

Should a degree-seeking student called up for active duty find it necessary to interrupt active pursuit of the degree for longer than one academic term, he or she may petition the Vice President of Academic Affairs for a leave of absence for a specific period of time, generally limited to one calendar year.

Within one calendar year following the return from active duty, students must contact the Registrar's Office to make arrangements for reinstatement. If military service requires an absence of more than one year, the Vice President of Academic Affairs, upon formal petition, will consider granting a student's request to extend the leave of absence for longer than the customary period.

Military Spouses

Students who are the spouse of a service member, and who have a dependent child, are able to withdraw from classes with a full refund of tuition and fees, if their spouse is called to active duty. The same terms and conditions outlined above apply to these students, as to the service members.

Note: This Policy applies only to currently enrolled Military personnel who are officially called to 43 service by an Order to Active Duty.