

Military Leave Refund Policy

Military Leave Refund Policy

A student in the military reserves who is called into active status on an emergency basis and cannot complete course work for a given semester

1. will receive an automatic late withdrawal in each course with full tuition and fee refund if call-up is within the first 12 weeks of the semester; and
2. may elect to receive an incomplete in each course or receive a W in each course with a full tuition and fee refund, if call-up is during the thirteenth or fourteenth week of the semester.

Ordinarily, the incompletes are to be finished during the semester the student returns to classes.

Room and board charges will be adjusted according to the refund schedule. The student should present his or her orders to the Office of Student Affairs. If the student does not yet have written orders, he or she will have 60 days in which to present the orders. A family member or friend may bring a copy of the orders in the student's absence. If this deadline is not met, a grade of "0.000" will be recorded for each course in which the student remains enrolled, and he or she will not be eligible to receive a refund.