Heritage Christian University’s Policy for Students Called to Active Duty

Heritage Christian University will make every effort to assist students in the military reserves or the National Guard, or active duty personnel who are called to active military duty. When a student is notified of military duty, s/he should contact the Registrar's Office immediately in person, by email or by phone (256-766-6610).

The Registrar's Office will initiate and coordinate procedures for arranging a leave of absence, receiving refunds, and returning to the University upon completion of the military assignment. The Registrar's Office will also notify the student's instructors, Office of Financial Aid, Business Office, and the Dean of Students of the student's status. Students must provide a copy of their military orders in order to request a leave of absence for military reasons. Please note that the policy applies to all undergraduate and graduate students, including both degree seeking and non-degree students.

Faculty Procedures

Faculty are to instruct students to go to the Registrar's Office to receive information about taking a leave of absence for military duty and refunds. Faculty are to work with students to complete missed work when possible. If a course has been sufficiently completed when the student is called to active duty, and if the student chooses not to withdraw from the University, the faculty will award a final grade or an incomplete grade for the course based on the work completed to date. The deadline for Incompletes will be suspended indefinitely for students on a military leave of absence.

Student Procedures

Students who are called to active military duty must contact the Registrar's Office for assistance with arranging a leave of absence and their subsequent return to the University. A copy of the student's military orders must be presented to the registrar. Students who expect to return to class within the current semester to complete their course work, or who are called to duty after completing a significant part of the course requirements, should contact their faculty regarding missed work. Students who cannot complete the current semester will be granted a leave of absence for military duty and will be allowed to return for the next semester without penalty.

Registrar Procedures

The Registrar's Office will keep a list of students who officially notify the registrar that they are being called to active duty. Students must present a copy of their military orders for verification. The Registrar's Office will notify students' instructors that they will be absent from class indefinitely due to military duty. The Registrar's Office will notify other administrative offices, including Financial Aid, Business Office, and Housing (Dean of Students), of the student's status. If the extent of the military leave is so long that a student finds it impossible to make up missed class work, the registrar will process a leave of absence for the entire semester. This would allow the student to return the next semester without penalty. Students who take a leave of absence for military duty will be given an opportunity to participate in early registration for the next term, or receive
special scheduling assistance from the registrar when they return. The deadline for Incompletes will be suspended indefinitely for students on a military leave of absence.

**Determining Enrollment Status and Refunds**

HCU students in the military reserves or the National Guard who are called to active duty after the beginning of a semester or active duty personnel may consider two options in determining enrollment status and refund options with the University. The same options are offered to active duty personnel who are transferred unexpectedly as a result of the activation of Reserve or National Guard units:

Students may withdraw from all courses as of the effective date of the orders to report to active duty and be placed on a leave of absence for the period of one year, which can be extended. In this case, s/he may chose (1) **to receive a full credit** for tuition, fees, dorm, and meal plan fees paid to the University to the date of the withdrawal, which credit will be applied against expenses when the student reenrolls following military service; or (2) **to request a prorated refund** of tuition, fees, dorm, and meal plan fees paid to the University. This refund is based on the date the student withdraws officially from Heritage Christian University.

**Incompletes**

If more than half of the semester has elapsed at the time the student is called to active duty, the student may choose to take an incomplete grade (I) in his or her courses. These incomplete grades will be maintained as the permanent record for a maximum of one year, which can be extended by written request. Once reenrolled, the student returning from active duty should ordinarily resolve any incomplete grades within the first six weeks of reenrollment. There will be no refund(s) issued for housing or textbooks if the student chooses to take an incomplete grade (I) in his or her courses.

**Courses No Longer Offered**

If a course in which a student returning from active duty has an incomplete grade is no longer offered or if the faculty member is no longer with the University, the returning student will receive a full tuition credit for a replacement course. Please note that if the student is called to active duty in her or his last semester prior to graduation, the student should contact the appropriate office to make arrangements for completion of graduation requirements.

**Textbooks**

Textbooks purchased for the current semester may be presented, with a copy of the applicable military orders, to the University bookstore for a full refund (*there will be no refund(s) issued for housing or textbooks if the student chooses to take an incomplete grade (I) in his or her courses*).

**Payments Received for Future Semesters**

Payments and/or deposits received for future semesters are refunded in full. The student will be responsible for any miscellaneous charges such as library fines, Chapel fines, cafeteria charges, etc.
Returning From Active Duty

When the active duty assignment is complete, students should contact the Office of the Registrar within 6 months of discharge to discuss plans to resume attending HCU. The student's right to reenroll in the future and register for courses is maintained unaffected.

Refunds of Federal Financial Aid

Disposition of refunds for students credited with financial aid funds are governed by federal refund regulations for the appropriate aid program.