

### **Military Called to Active Duty Policy**

This policy is written as an exception to our normal refund policy for the purpose of calculating refunds for students who are impacted by a call to active duty during the academic year as a result of military mobilization.

Cornell College recognizes the importance of supporting the students who are serving in the armed forces. We have based our refund policy on the belief that Cornell College should attempt to remove any financial hardships caused by military mobilization on Cornell students.

If the student who is a member, or the spouse of a member, or has a dependent child who is a member, of the National Guard or US reserve forces and is called to active duty during the semester you must submit a copy of the activation orders in order to be considered for this policy.

The withdraw date for each student will be determined by the Student Affairs Office according to the date of notification of call to active duty. This policy does not pertain to weekend training commitments.

### **Financial Aid**

Federal regulations require that all schools must perform the Return of Title IV Funds calculations that are required by statute and regulations (34 CFR 668.22). Cornell College will return funds to the Department of Education and to the Iowa College Student Aid Commission as required by this calculation. The calculation will be completed using the later of the activation date or the last date of an academically related activity.

### **Student Account**

If the student/spouse is deployed by the military for active duty and the student withdraws from registered course(s), 100% of the tuition charges and mandatory fees for the respective withdrawn courses will be reversed off of the student's account. If the student owes a balance as a result of returned financial aid, the outstanding balance for the current term will be waived.

If the student is a fulltime resident student of the campus, room and board charges will be refunded on a prorated basis. The student will be responsible for paying all other charges unless specifically requested by the issuing department to reverse all or part of the charges. Any credit balance resulting from action taken on the student account as a result of being called to active duty will be refunded to the student.

### **Academic Credit Enrollment**

The student will be dropped (no grade will be recorded) from his/her course, unless an arrangement to take an incomplete in the course has been made with the instructor. The student would use the same process for an incomplete as outlined in the [catalogue](#), by utilizing the request for an incomplete [form](#). If the student ends up not finishing the incomplete, they will be charged for the course and given the grade earned.