

## **MILITARY DUTY & WITHDRAWAL POLICY:**

If a student is drafted or called to military training or duty during an academic semester, a full refund of tuition, fees, and financial aid will be made. No refunds will be made in those cases where the student earns academic credit for the semester.

If a student is drafted or called to military training or duty for service to occur during a future term, the student must decide if the length of training or service will allow for them to remain registered for the subsequent term. If the student decides to withdraw before the term begins, a full refund will be given. If the student decides to begin the term and later decides to withdraw while the term is in session, a prorated refund of tuition, fees and financial aid will be calculated.

In the case of a student being called for military duty due to a national emergency (e.g. natural disaster and war) and the student is unable to meet with a university official in person; the university official on behalf of the student can withdraw the student and complete the necessary paperwork. The student would just need to email the university official (e.g. Dean's office, Certifying Official, etc.).

In the case of the student being drafted or receiving military training or duty orders after the tenth week of the semester, the student may, at the discretion of the dean of the college in which the subjects are taught make arrangements to take final examinations or otherwise complete the work for the semester.

It is always the responsibility of the student to provide a copy of the military training or duty orders to the VA Certifying Official in the Office of Financial Aid.

If the military training or duty orders are served to the student in advance, the student should make contact with each of the following ONU Offices/Personnel:

### **Dean of the Student's College:**

- Discuss plans upon return including re-registration.
- Discuss timetable for communication.
- Initiate processing for withdrawal from the university.

### **Financial Aid Office:**

- Students are not required to make loan payments while deployed.
- Lenders must postpone the student loan payments of these borrowers.
- Students who have not begun the repayment period on their loans continue to receive the benefit of a grace period (generally six months) before repaying their loans.
- Students must be given a reasonable period of time to resume school before lenders request student loan payments.
- A lender may grant a discretionary, administrative forbearance for up to three months to students who are affected by military mobilization.
- If a borrower is in default on a loan, the lender must cease all collection activities for the expected period of the borrower's military service.

### **Controller's Office:**

- Discuss implications of withdrawal in regards to balance owed/refunded.
- Discuss Perkins and/or Health Professions loan deferment (if applicable).
- Discuss account activity.

**Student Affairs/Residence Life (If Applicable):**

- Discuss housing needs, if any, upon return to ONU

**Registrar's Office:**

- Process the form to withdraw from the University.
- Discuss plans for return.
- Discuss transcript notation as to reason for withdrawal, "Called to Active Duty – Branch of Military-Date of Training."
- Process the student's form to withdraw from the university.
- A copy of the military training or duty orders will be needed for the student's file.

**Admissions:**

- The student could complete and Application for Re-admission (1 page), and leave it with his/her college dean prior to leaving campus; OR
- Two weeks prior to the start of the next term of enrollment the student should contact the Admissions Office, obtain and complete an Application for Re-admission (1 page), and return it to the Admissions Office; OR
- Two weeks prior to the start of the next term of enrollment the student could contact his/her college dean and have an Application for Re-admission (1 page), completed by the dean's office and sent to the Admissions' Office.