

**PRESIDENT'S POLICY MEMORANDUM NO. 279**

**TO:** All Faculty, Deans, Department Heads, and Undergraduate Students

**FROM:** Charles W. Steger 

**DATE:** December 12, 2012

**SUBJECT:** Affirmation of University Policy on Relief, Refund, and Reinstatement Guidelines for Active Duty Military Students

**Approved by the Board of Visitors:**  
**Effective Date:**

**November 7, 2011**  
**November 7, 2011**

The Board of Visitors approved a resolution affirming University Policy on relief, refund, and reinstatement guidelines for active duty military students.

Following is the text of the resolution.

**WHEREAS**, following Desert Storm I in 1991, Virginia Tech initiated a relief, refund, and reinstatement policy for active duty military students; and

**WHEREAS**, the policy continues in effect today and a copy of that policy is attached hereto; and,

**WHEREAS**, the policy provides active duty military students with a flexible withdrawal and return to Virginia Tech; and,

**WHEREAS**, the policy allows students the options of selecting a full refund of all tuition and fees, or receiving "incomplete" grades, or completing the courses on-line; and

**WHEREAS**, the policy allows students the freedom to choose their date of return with the understanding that absences of five years or more may result in the need to re-take specific major courses; and,

**WHEREAS**, the policy allows students to defer their initial enrollment after a cumulative absence of not more than five years; and

**WHEREAS**, pursuant to the requirement of the State Council of Higher Education for Virginia, such policies are to be affirmed by the Board of Visitors;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Visitors of Virginia Polytechnic Institute and State University affirms existing university policy on the relief, refund, and reinstatement guidelines for active duty military students.

### **POLICY ON RELIEF, REFUND, AND REINSTATEMENT GUIDELINES FOR ACTIVE DUTY MILITARY STUDENTS**

A student who is called to active military duty should bring a copy of activation orders to his or her academic dean. Students are encouraged to communicate with their advisors, instructors, and dean to discuss options, such as taking "incomplete" grades, completing the course on-line, or withdrawing from the term.

**Military Resignations/Withdrawals:** If students request a withdrawal from the university, permission is granted without punitive action as well as granting full refund of tuition and fees. This full refund is requested regardless of the date of the action of withdrawal. The activation orders should be attached to the withdrawal form. If orders are unobtainable (as may be the case during emergency call-ups), the University Registrar will contact the company commander for verbal confirmation. Further, the University Registrar will serve as facilitator of this process for any advisor, instructor, or dean seeking verification of the student's military status.

Students with federal financial aid are reminded that a full refund of tuition will result in an immediate requirement to commence repayment of aid. Students with federal financial aid should discuss options with their academic dean and financial aid counselor prior to withdrawing.

In addition, residence hall students must obtain a signature from Residential and Dining Programs before the resignation/withdrawal may be processed.

Cadets must also obtain the commandant's signature before the resignation/withdrawal may be processed.

**Reinstatement:** All students leaving under the military withdrawal policy are entitled to reinstatement into the same program of study. Students are directed to seek advising from their advisors or academic deans. If absent five years or more, certain majors may be required to re-take specific major courses.

**Defer Initial Enrollment:** Students called up for active duty may defer initial enrollment (in the same major) if the student returns to Virginia Tech after a cumulative absence of not more than five years, and the student provides notice of intent to return to Virginia Tech not later than three years after completion of the period of service.

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