



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
OFFICE OF THE UNIVERSITY REGISTRAR

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TO: Deans, Directors, and Department Chairs
FROM: *David C. Lanier*
David C. Lanier, University Registrar
DATE: November 12, 2001
SUBJECT: Withdrawal Process for Military Reservists

The Office of the President of the University System has issued guidelines that allow campuses to give a full refund of tuition and required fees for students who are involuntarily withdrawing from school because of being called to active duty. The guidelines allow the University to grant this refund to students who withdraw in order to volunteer for military service. The admitting offices are requested to waive the readmission fee when these students return.

Deans should process a withdrawal form for this type of student.

- 1) Request to see a copy of the student's official orders.
- 2) Date the withdrawal form effective the last day the student attends classes.
- 3) Have clearly stated on the withdrawal form: "Called to military active duty. Request full refund of tuition and fees per GA guidelines".

Do not request cancellation of a reservist's registration unless the student has not attended any classes. Cancellations can have a negative impact on a student's future re-enrollment and cause the student to have to repay almost all financial aid that may have been awarded for the semester.

Deans and instructors may want to consider offering an option of incomplete grades in course work toward the end of the semester. The student will not get a refund but the student also does not lose a semester of course work. However, incomplete (IN) grades may cause the student to become academically ineligible. Deans do have the discretion to waive academic ineligibility when the student does return to the University.

The student's ability to make up work should also be considered when considering the incomplete grading option. There is no way of knowing when the student will return to the University and the additional make-up work while taking a full load may be expecting too much. If the student is unable to make up the work and a retroactive withdrawal is used to remove the courses and grades, the student will have to repay any financial aid awarded for the portion of the semester the student did not attend.

Students called into military duty who are currently receiving financial aid should be advised to go to the Office of Scholarships and Student Aid in 311 Pettigrew Hall before leaving the University. Arrangements must be made for repayment of financial aid funds that were disbursed to cover tuition and fees or living costs for the period the student will not be enrolled. A student who has borrowed from the Federal Perkins Loan Fund, Health Professions Loan Fund, or University Loan Funds must go to Loan Repayment Services in 108 Vance Hall for an Exit Interview. At the Exit Interview, Loan Repayment Services will give the student information about loan repayment obligations and the possibility for cancellation or deferment of payment during the period of military service. Failure to take care of these responsibilities before leaving school could affect the student's eligibility for financial aid at a later date. The Office of Scholarships and Student Aid can inform the student of the possible impact on future aid eligibility if the student elects to take incomplete grades on course work.

Students who are receiving VA educational benefits who are called to active duty should contact the VA Officer in 105 Hanes Hall with a copy of their orders to avoid overpayment and penalty (repayment of money received) by the Veterans Administration.