

Veteran and Active Military Student Course Withdrawal

1. **Purpose**

Although the College is committed to helping students be successful in their courses and remain on track to complete their educational goals, on occasion it might be in the best interest of the student and/or the College community that a student withdraw from or be withdrawn from a course or from courses prior to the end of the course(s).

2. **Scope**

This policy applies to military veterans, active military personnel, and dependents of veterans who are utilizing any of the GI Bill Education Benefit Chapters, Michigan National Guard State Tuition Assistance Program (MINGSTAP), and/or Military Federal Tuition Assistance (FTA).

3. **Essential Information**

Before withdrawing from a course, a student is strongly encouraged to discuss her/his situation with her/his instructor to see if other options exist. A student should withdraw from a course only as a last resort and only for a substantial reason. For example, she or he might be facing a severe work or life crisis or might be having consistent, irremediable learning-related challenges in the course. Whatever the reason, before withdrawing from a course the student is strongly encouraged to discuss his or her situation with the instructor and/or academic advisor to see if any other remedies (other than course withdrawal) might be available. Ultimately, if a student finds it necessary to withdraw from a course or from courses, he or she must follow the procedure specified by the college.

A. Withdrawal Due to Extended Military Obligation

Upon presentation to the college of deployment or extended training orders, students who are on military status and must withdraw from a course or from courses shall receive a 100% refund of tuition and course fees based on the form of payment method used by the student (cash, scholarship, tuition assistance, and the like). Students who experience a military withdrawal will not have the course or courses listed on their academic transcript.

Students who are on military status and who are receiving financial aid should be aware that withdrawing from a course or courses could impact their financial aid status. They are therefore strongly encouraged to consult with the LCC Financial Aid office as well as the LCC Veteran and Military Affairs office. Students who are on military status and receiving veteran benefits should be aware of the following:

1. LCC will be responsible for sending the refunded payment to the VA on behalf of the student for Chapter 33 Post 9/11 benefits.
2. Basic Allowance for Housing (BAH) payments for Chapter 33 Post 9/11 will be stopped as of the drop date for all dropped courses, and the student will be responsible for repaying the VA all BAH associated with the dropped courses from the beginning of the semester, or submitting Mitigating Circumstances to the VA.
3. Chapter 30 Montgomery GI Bill students will be responsible for repaying a **portion** or **all** funds provided to them by the VA, or submitting Mitigating Circumstances to the VA. Students will receive a 100% refund for tuition and course fees from LCC for the dropped course(s).
4. Chapter 1606 Selected Reserve GI Bill students will be responsible for repaying a **portion** or **all** funds provided to them by the VA, or submitting Mitigating Circumstances to the VA. Students will receive a 100% refund for tuition and course fees from LCC for the dropped course(s).

B. Federal Tuition Assistance (FTA) Funding Return

Per Department of Defense policy, any FTA funds associated with a dropped or withdrawn course, must be returned to the Department of Defense. These funds will be returned by LCC to the Department of Defense based on the following proration tables:

8 Week Courses: Proration Table

Drop/Withdraw	Amount Returned
Before or During Week 1	100%
During Week 2	75%
During Weeks 3 – 4	50%
During Week 5	40%
During Weeks 6 – 8	None

16 Week Courses: Proration Table

Drop/Withdraw	Amount Returned
Before or During Weeks 1 – 2	100%
During Weeks 3 – 4	75%
During Weeks 5 – 8	50%
During Week 9 – 10	40%
During Weeks 11 – 16	None

LCC will submit returns to the Department of Defense within 30 days of the course(s) being dropped or withdrawn from.

If a student withdraws from a course(s) due to a military obligation such as deployment or extended training, the FTA funds will be returned to the Department of Defense and the student will receive a 100% refund of all tuition and course fees from LCC for the

dropped course(s). **Military orders must be submitted to the Office of Veteran and Military Affairs.**

4. Responsibilities

The College Registrar and the Student Affairs Dean are responsible for preparing procedures to implement this policy.