

Board of Trustees of the Nebraska State Colleges

Policy Category

POLICY NAME: Military Service and Jury Duty Refunds

POLICY NUMBER: 6507

A. PURPOSE

To identify the refund options for students that enlist, receive orders for active-duty military service, or perform jury duty, which results in an interruption of their studies.

B. DEFINITIONS

1. **Active Duty** – Full-time duty in the active military service of the United States. Active duty includes full-time training duty, and attendance, while in the active military service at a school designated as a service school designated by the Secretary of the military department concerned.
2. **Military Service** – Voluntary or involuntary service in the armed forces (U.S. Army, Navy, Air Force, Marine Corps, Space Force and Coast Guard) including service by a member of the National Guard or Reserve on active duty, active duty for training, or full-time National Guard duty under state or federal authority.
3. **Refund** – The amount to be credited on a student's account or refunded to the student related to various actions that impact tuition, fees housing and food plan costs.
4. **Jury Duty** - The legal obligation to act as a member of a jury in state or U.S. Federal court.

C. POLICY

1. **Military Service or Jury Duty**

In the event a student decides to enlist or finds it necessary to interrupt their studies due to military service or jury duty, and the time involved will exceed ten class days, having a significant impact on the student's class attendance, the student should contact the Registrar's Office and apply for a leave of absence prior to leaving the College. In the event a student is precluded from providing a notification prior to the leave of absence, such as service in operations that are classified or would be compromised by such notification, the student may submit an attestation of military service that necessitated their absence from the College at the time of readmission

1.1 Course Refund Options

The College shall consult with the student to determine the best course of action, in relation to the level of course completion.

- Administratively withdraw the student with full tuition and fee refund. Excess aid would be returned to the Department of Education on behalf of the student.
- *Receive a grade of Incomplete with no tuition and fee refund which will allow the student to complete the coursework by the deadline for completion established by the College.*
- *Have their overall grade reported for the course with no tuition and fee refund, with the grade being computed based upon the extent to which all course requirements were completed. Zero points should be entered for all incomplete assignments.*

1.2. Housing and Food Plans

Housing and food plan refunds shall be in direct proportion to the time the student is enrolled prior to the military service, or the jury duty report dates. Policy 6503 provides the detail on refund calculations.

SOURCE:

Neb. Rev. Stat. 85-504

State educational institutions; fees; waiver.

Policy Adopted: January 1977

Policy Revised: May 1978, March 1994, July 2024