

Brown Mackie College acknowledges that military students who are deployed away from their homes or permanent duty stations and students affected by a qualified natural disaster may experience difficulties with completing their degree requirements. Brown Mackie College encourages service members and those students affected by natural disasters to continue with their education and will be flexible and responsive to their needs.

In support of deployed forces and those impacted by qualified natural disasters, Brown Mackie College has adopted the following policies:

### **Institutional Charges and Refunds**

A student is declared as military deployed for withdrawal purposes upon receipt of official documentation of activation orders by the school. Similarly, appropriate documentation for students residing in a declared disaster area must be submitted to the school.

The school will record the student's actual last date of attendance. Based on the student's withdrawal from the school, a Return of Title IV and an institutional tuition and fee refund calculation will be performed.

Unless otherwise stated in the school's refund policy, the school will provide a refund of tuition, fees, and other institutional charges for the portion of a period of instruction that a student was unable to complete, or for which the student did not receive academic credit, because he or she was called to active duty or for qualifying National Guard duty during a war or other military operation or national emergency and individuals who are affected by a disaster.

For students who withdraw due to a qualified military deployment or natural disaster, any remaining balance that is owed for the term or period of enrollment of withdrawal due to deployment or affected by a qualified natural disaster will be forgiven after the consideration of the refund calculation.

The add/drop (schedule adjustment period) and withdrawal policies for any student, including veterans and those students receiving military benefits, are listed in the school's catalog. The catalog is available on the Student Consumer Information web page which is on the school's website, within the Academics section.

### **Student Withdrawals who are Receiving Department of Defense Tuition Assistance**

For any student withdrawing from school who is receiving Tuition Assistance (TA) from the Department of Defense, the school will return any unearned TA funds on a proportional basis through the 60 percent portion of the period for which the funds were provided. TA funds will be earned proportionally during an enrollment period, with unearned funds being returned based upon when a student stops attending school.

### **Readmissions**

Any reentering student whose absence was necessitated by reason of service in the uniformed services or qualifying natural disaster are entitled to re-enroll at the same academic standing as they held before being called to active duty or being affected by the qualified natural emergency.

Upon re-entry into school to the same program, for the first academic year in which the student returns, the student will return with the same tuition and fee charges that the student was or would have been assessed for the academic year during which the student left school. If the student is admitted to a different program and for subsequent academic years for a student admitted to the same program, the school will assess no more than the tuition and fee charges that other students in the program are assessed for that academic year.