

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**PROCEDURE**

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**PROCEDURE TITLE:** REFUNDS FOR SPECIAL MILITARY RELOCATIONS

**BASED ON POLICY:**

**REVISION NUMBER:**

**OFFICE OF RESPONSIBILITY:** FINANCE

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**PRESIDENT**

July 5, 2007

**DATE**

**PURPOSE**

The purpose of this procedure is to outline the process for obtaining a refund due to the need to completely withdraw from the College because of deployment of an Active Duty Military Person. The refund process is applicable to the Active Military Student and Student Spouse or Student Dependent when the deployment also necessitates relocation by the Spouse or Dependent.

**PROCEDURE**

I. General Provisions

A student that is required to relocate from the college's service during a term may elect refund provisions under TCL Policy 5-1-508 rather than the general refund procedure applicable to all students. The elections are as follows:

- A. If the student has completed 50% or less of the term, a 100% refund is applicable.
- B. If more than 50% of a term is completed, the student may elect either of the following options:

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- 1) Withdraw and receive a 100% tuition refund, or
- 2) Receive no refund and arrange with the instructor(s) to receive a grade of incomplete (I) for each applicable course and be allowed to complete the course(s) as provided in the college catalog.

### II. Election of Special Refund Provisions

- A. A student must notify the Registrar at the time of withdrawal of intent to select the special refund provisions under the policy.
- B. A copy of the military orders must be delivered to the Registrar at the time of withdrawal or, if there are special circumstances, by the end of the term in which enrolled.
- C. A student electing to receive a grade of incomplete must contact each instructor and develop a plan for course completion.
- D. A student who fails to comply with the terms of the procedure will be refunded in accordance with the College's General Refund Policy and Procedure applicable to all students.