

Military Readmit Policy

In accordance with federal regulations, 34 C.F.R. § 668.18 and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), Chattahoochee Technical College will promptly readmit service members who seek readmission to a program that was interrupted due to a uniformed service obligation.

This policy shall apply to:

- Service members who are unable to attend classes for more than 30 consecutive days; and
- Service members who are unable to attend classes for less than 30 days when such an absence would result in a withdrawal from the college.
- A student is eligible for readmission under this policy if, during an absence, the student performs uniformed service, voluntary or involuntary, in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training or full-time National Guard (under federal authority). The cumulative length of all absences for uniformed service (service time only) must not exceed five years.

A student must provide orders, or written notice by Commanding Officer, of a Uniformed Service Obligation, such as Temporary Duty (TDY), etc., to the Department of Veteran Services Director and the Executive Director of Enrollment Services as far in advance as possible, unless precluded by military necessity. Such notice does not need to indicate when the student will return to the institution.

The student must also give oral or written notice of Intent to Return to Chatt Tech within three years after the completion of the period of service. Immediately upon the student's return to school, the student must provide notice that he/she may be entitled to the tuition and enrollment benefits outlined in this policy.

The student is required to provide official military obligation documentation to the Department of Veteran Services Director and the Executive Director of Enrollment Services.

Readmission requirements

Returning Service members will be promptly readmitted with the same academic status they had when last attending the school or accepted for admission to the school, unless the student requests a later date of reenrollment. This requirement applies to any student who cannot

attend school due to military service. Students enrolled in lockstep programs must reapply but will be given priority. Skills tests may be required for specific programs during program selection. Returning students will be reenrolled with the same enrollment status, number of completed credit hours, and academic standing as the last academic year of attendance.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy. However, service members who receive dishonorable or bad conduct discharge may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.

Tuition and fees

A returning student must be charged the same tuition and fees in effect during the last academic year the student attended, unless veterans' education benefits or other service member education benefits will pay the amount in excess. For subsequent academic years, the returning student may not be charged tuition and fees in excess of what other students in the program are charged.