

2620 – Call to Active Duty/Deployment of U.S. Military Students

Students serving in the U.S. military unable to attend or participate in classes due to deployment orders, are eligible for additional consideration due to their military status.

Military students become eligible to utilize this military procedure when deployment orders are issued during an academic semester in which they are enrolled, and the deployment prohibits the student from attendance and/or participation in the course.

Students are eligible for the following refund procedures:

- Withdrawal from courses with full refund. Students will receive a refund of tuition and fees and will receive the appropriate withdrawal code on their academic transcript. Course withdrawals will not impact the student's grade point average.
- Students who enlist for military service while enrolled in a semester will be subject to the college's standard refund policy.
- Campus room and board charges will be prorated per withdrawal date.
- Any military student who is Title IV eligible (federal financial aid) and withdraws due to military deployment will not be required to repay based on the Return to Title IV funds calculation. Barton must perform the Return of Title IV Funds calculation that is required by federal regulations.

Students must initiate their request to utilize this military procedure at the time they receive their deployment orders and present the Barton Registrar the current deployment paperwork to qualify for either of the options listed.

Contact(s): Vice President of Administration

Related Form(s):

References:

Relevant Policy or Procedure(s): [1600-course attendance](#)

Approved by: President

Date: 11/14/11

Revision(s): 12/3/21 (minor revision)