

BUSINESS POLICY LETTER

TO: All Members of the University Community

2016:09

DATE: February 2016

Refunds for Students Called to Active Military Duty (Supercedes 99:05 & 08:01)

The Board of Trustees of Ferris State University, at its October 13, 1990, meeting passed the following policy on refunds for students called to active military duty.

I. POLICY

A. Tuition and Fees

A 100% refund of tuition and fees will be processed for all students called to active duty in the various branches of the United States military or state National Guard. A refund will only be processed for registered courses in which credit has not been received.

B. Housing and Fees

Housing charges will be refunded, on a pro rata share, for the unused portion of room and board. The refund will be based on the date of withdrawal from the residence hall or University apartment.

II. PROCEDURES

A. To process a military *Withdrawal from F.S.U.* a student must contact the Registrar's Office, and provide a copy of the military orders, to obtain a refund under this policy. The Registrar's Office will inform Housing and Residential Life, Financial Aid, and Student Financial Services of the withdrawal.

B. Upon receiving the completed *Withdrawal from F.S.U.*, Student Financial Services will process a refund based on the criteria in this policy. All University charges, such as emergency loans, library, telephone, health center, etc., will be deducted in calculating the refund amount.

C. Refunds will be made payable to the student in the same proportion as payments were received to liquidate the charges.

- D. Amounts that have been provided by financial aid awards for tuition, fees, and University housing are not refundable to the student. However, such amounts will be returned to the respective financial aid account.
- E. This policy is not applicable to students who voluntarily enlist in the various branches of the military or the state National Guard.
- F. The Dean of Enrollment Services or his/her designee must approve exceptions to this policy.
- G. Upon discharge or termination of such period of active duty with the Armed Forces of the United States, re-enrollment rights will be granted to all such persons electing to continue their academic studies at Ferris State University.

Jerry L. Scoby
Vice President for Administration and
Finance

Contact: Dean of Enrollment Services