

FERRIS STATE UNIVERSITY

DIVISION OF ADMINISTRATION AND FINANCE

Refunds for Students Called to Active Military Duty Administration and Finance Business Policy

Policy Number: 2025:03
Supersedes: 2016:09

POLICY

- A. ***Student Eligibility***
Students called to active-duty military service for other than training purposes.
- B. ***Tuition and Fees***
A 100% refund of tuition and fees will be processed, with the exception of courses in which academic credit was received.
- C. ***Housing and Meal Plans***
Housing charges and meal plan 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 and last use of the meal plan

PROCEDURES

- A. To process a Military Withdrawal a student must contact the Registrar's Office and provide a copy of his/her military orders. The Registrar's Office will inform Housing and Residential Life, Dining Services, the Office of Scholarships and Financial Aid, and Student Financial Services of the withdrawal.
- B. Upon receiving the completed withdrawal Student Financial Services will adjust charges based on the criteria in this policy. The student will be responsible for all other charges, such as emergency loans, library charges, , health center charges, etc. .
- C. Payments made by the student will be refunded to the extent they exceed the charges the student is responsible for.

- D. Institutional financial aid awards for tuition, fees, and University housing are not refundable to the student and will be returned to the respective financial aid account.
- E. Federal financial aid will follow the Department of Education's Return of Title IV regulations. State and private awards will be returned to the student unless program rules require the aid to be returned to the program. Federal Tuition Assistance will be returned to the program based on the tuition refund granted to the student.
- F. Upon discharge or termination of such period of military active duty; re-enrollment rights will be granted to all such persons electing to continue their academic studies at Ferris State University as long as the student left in good standing.
- G. The Dean of Enrollment Services or his/her designee and the Dean of the specific college of program may approve exceptions to Procedure F. Please reference: [Admissions Policy](#) (Section VI Admissions Policy - Former Students).

CONTACTS

For more information, please contact the following departments:

- Registrar
- Director of Student Financial Services
- Dean of Enrollment Services

Amanda Matheson
Vice President for Administration & Finance