

## **Refund Policy for Student Reservists or National Guard Called to Duty**

This policy is written as an exception to Luther College's standard refund policy for the purpose of calculating refunds for members or the spouse of a member if the member has a dependent child, of the national guard or reserve forces of the United States and who are ordered to national guard duty or federal active duty.

Luther College recognizes the importance of supporting the young men and women who are serving in the armed forces. The college has based the refund policy on the belief that Luther College should attempt to remove any financial hardships caused by military mobilization on Luther students.

Federal regulations require that all schools must perform the Return of Title IV Funds calculations that are required by statute and regulations (34 CFR 668.22). Luther College will return funds to the Department of Education and to the Iowa College Student Aid Commission as required by this calculation.

The policy for students called to active duty is modified as follows:

1. The withdraw date for each student will be determined by the Student Life Office according to the date of notification of call to active duty.
2. If the student is not awarded any academic credit for the semester, based on the timing of his/her leave, the student will receive a 100% tuition and mandatory fees (Technology and Health and Wellbeing fees) refund.
3. Students will work with their faculty to determine if arrangements can be made for the student to complete their classes before or while deployed. If the student is able to earn academic credit based on the completion of his/her courses, the tuition and mandatory fees charges will be determined according to the credits he/she will earn. If arrangements are made but the student is unable to complete the coursework, the student will receive a full refund of tuition and mandatory fees for the coursework that could not be completed.
4. If credits are earned, institutional grants will be adjusted according to the credits that are earned as determined by the Director of Financial Aid and the Manager of Student Accounts.
5. Coursework attempted and not completed due to being called to duty will not be counted as attempted credits when determining Satisfactory Academic Progress status.
6. The room and board charges for each student will be adjusted based on the percentage of actual room and board charges incurred up to the date the student actually vacates his/her campus room.