



Students called to active duty because of military mobilization will have their academic progress disrupted. Orders need to be sent to the Office of Registration and Records for the student's academic file. King University will address the issues related to military mobilization as described below.

- **Academic**

The student withdrawing because of military mobilization shall be withdrawn without penalty (grade of W) and the reason for withdrawal shall be documented in the student's academic record. Individuals withdrawing close to the end of the term, at the discretion of the Academic Dean and the course instructor, may be permitted to complete the course.

- **Financial**

The student shall incur no personal out of pocket financial liability to King University as a result of being called to military duty.

When the withdrawal date is determined, the federal (Return of Title IV Funds Calculation) and institutional refund policies must be applied to all financial aid resources. All balances still owed by the student will be cancelled, and all money paid by the student out of pocket will be refunded.

- **Readmission**

When the military obligation has been satisfied, the student may be re-enrolled at King University by completing the readmission process. His/her academic standing will be the same as it was at the beginning of the term during which the student left for military duty.

There will be no negative satisfactory progress repercussions as a result of withdrawal. All academic scholarships controlled by the college at the time of withdrawal will be reinstated if the student is re-enrolled.

The U.S. Department of Education has established the following guidelines applying to military personnel who are activated or reassigned for a period of time. The U.S. Secretary of Education treats borrowers who are ordered to active duty and who have Direct Loans or other loans held by the Department of Education in accordance with this guidance. The following information is taken from the September 2001 letter from the Department of Education Deputy Secretary William D. Hensen (GEN-01-13).

Loan Issues

- **Borrowers whose Title IV loans are in an in-school, in-school deferment, or grace period status**

If a borrower's loans are in an in-school status, an in-school deferment status, or in a grace period status when the borrower is ordered to active duty or reassigned, the

lender must maintain the loans in that status during the period of the borrower's active duty service or reassignment, plus the time necessary for the borrower to resume enrollment in the next regular enrollment period that is reasonably available to the borrower, if the borrower wishes to go back to school.

However, this maintenance of loan status may not exceed a total of three years including the period of time necessary for the borrower to resume enrollment.

Additionally, if the loan was in a grace period status at the time the borrower was ordered to active duty, the period of time during which the borrower was serving on active duty is excluded and the borrower would receive their full grace period in the future.

- **Borrowers whose Title IV loans are in repayment (other than in an in-school deferment status)**

For borrowers whose loans are in repayment (other than those in an in-school deferment status) lenders or Perkins schools must grant forbearance for the expected period of the borrower's active duty service, beginning on the first day of active duty, not to exceed one year. The forbearance must be granted based upon the request of the borrower, the borrower's family or another reliable source. The request need not be in writing and the forbearance can be granted without supporting documentation and without a written forbearance agreement. The reasons for granting the forbearance must be documented in the borrower's loan records. Forbearance beyond the initial period will require supporting documentation and a written agreement with the borrower, unless we provide guidance extending the one-year limitation. During the initial forbearance process, lenders are encouraged to examine the borrower's eligibility for a military or other deferment.

- **Borrowers whose loans are in default status**

If a borrower is in default on a loan, the guaranty agency or Perkins school must, upon being notified that the borrower has been called to active duty, cease all collection activities for the expected period of the borrower's military service, through September 14, 2002, unless we provide guidance extending this period. Collection activities must resume no later than 30 days after the end of the borrower's military service or September 14, 2002, whichever is earlier. We will treat borrowers with defaulted loans held by the Department the same way.

- **Institutional Charges and Refunds**

The Department of Education strongly encourage schools to provide a full refund of required tuition, fees, and other institutional charges, or to provide a credit in a comparable amount against future charges for students who are forced to withdraw from school as a result of the military mobilization. In addition, we urge schools to consider providing easy and flexible re-enrollment options to affected students.

- **Return of Title IV Funds Treatment**

If a Title IV eligible student withdraws because of being called to active duty, or has been otherwise impacted by the military mobilization, the school must perform the Return of Title IV Funds calculations that are required by the statute and regulations (34 CFR 668.22). If those calculations result in the school being required to return funds to one or more of the Title IV programs, it must do so. In many cases such a return of funds by the school will reduce the student's loan debt. An institution, however, is not required to collect an overpayment of grant funds based on the Return

of Title IV Funds calculation for such a student. Therefore, the school is not required to contact the student, notify NSLDS, or refer the overpayment to the Department in these cases.

NOTE: For information on refund and repayment policies at King University, see *REFUNDS* in section 2.02.060 of the Academic Catalogue.