

ELIZABETH CITY STATE UNIVERSITY
**Tuition and Fees Refund Policy for Students Serving in the Military or in Case of National
Emergency**

Preamble

This policy addresses situations at Elizabeth City State University (ECSU) in which students request refunds of tuition or fees because of involuntary or voluntary service in the military or because of circumstances related to national emergencies. To the extent that any provision of this policy conflicts with the UNC policy statement on refunds of tuition and fees for students serving in the military or in case of national emergency, the UNC version shall control.

1. **Involuntary Service or Voluntary Service During a National Emergency**
Students who serve in the Armed Services Reserve or the National Guard are often alerted that they may be called to active duty for various reasons. If any student is called for active duty during a term in which he or she is enrolled, the eligible student may elect one of the following options:
 - A. **Complete Withdrawal Option (Without Academic Penalty)**
 1. Tuition and required general fees shall be fully refundable.
 2. Health Service fees shall be fully refundable. Students who have enrolled in the Student Health Insurance program shall be issued a prorated refund of premium based upon the number of days covered by the insurance.
 3. Room and board shall be refunded based on the number of weeks the room was occupied and the meals consumed.
 4. The student shall be responsible for any miscellaneous charges such as library fines, parking tickets, charges for unreturned rental books and dormitory damage fees.
 5. In order to be eligible for a refund under these guidelines, the student must contact the University Registrar's Office and provide the following:
 - a. A copy of his or her call-up papers; these "orders" shall serve as documentation for the refund of tuition and fees.

- b. A mailing address to which the student would like the refund to be sent

The University Registrar's Office shall notify appropriate offices of the student's withdrawal including Academic Affairs, Financial Aid Office, Housing and Residence Life, and the Bursar's Office.

6. In order to receive a refund from the Department of Residence Life, the student must complete the usual residence hall check out procedure. Written notice shall be sent from the Director of Residence Life to the Bursar that the check out procedure has been completed.
7. If a student is receiving financial aid during the term in which he or she is called to active duty, financial aid must be refunded according to federal and state guidelines before a refund shall be issued by the University.

B. Early Exam Option

Eligible students who are required to report for military duty not earlier than four calendar weeks prior to the date a semester ends as stated in the official catalog of the University, or after completion of at least 75% of the enrollment period in a nonstandard semester, may, when authorized by the instructor, take the final exam early and be given full credit for all courses for which they have an average of C or better. Students are not eligible for refunds for courses when they receive credit.

C. Incomplete Grade Option

Students called to active duty may take an incomplete in a course and complete it upon release from active duty. Course completion may be accomplished by independent study or by retaking the course without payment of tuition and fees. Under federal financial aid policies, a course that is retaken this way may not be counted toward a student's enrollment load. Eligible students who receive an incomplete for any course for which they are enrolled shall not be entitled to any refund of tuition and fees paid.

D. Returning to ECSU

If a student is called for active duty and subsequently released in a manner that would allow them to re-enroll during the semester in which they withdraw, ECSU shall make every effort to accommodate the request. Individual contacts with faculty involved and University Registrar shall determine the appropriateness of returning to a course. It is the student's obligation to contact the involved faculty and University Registrar regarding returning to ECSU.

2. Voluntary Service – Non-National Emergency

If a student volunteers for military service during a currently enrolled semester and the service is not related to a national emergency, the return of funds calculation shall be computed under the refund policy as outlined in the undergraduate catalog for undergraduate students. For graduate students, the return of funds calculation shall be computed under the refund policy as outlined in the graduate catalog for graduate students.