

MILITARY TUITION ASSISTANCE AND RECRUITMENT

Military Tuition Assistance (TA)

Many branches of the military, such as the Army, Navy, Air Force, Marines, and Coast Guard, offer Tuition Assistance programs for its Service Members. These programs provide financial support for active-duty service members pursuing various educational goals, like a certificate, associate degree, or higher level of education. Each branch has its own policies, award amounts, eligibility requirements, restrictions, and application process.

Eligible service members should speak with their Educational Service Officer (ESO) or counselor within the Military Service before applying and being enrolled at MHCC. This is to ensure service members understand their eligibility for TA and their potential financial responsibility toward MHCC.

Military Tuition Assistance (TA) Refund Policy

To comply with the Department of Defense policy, MHCC will return any unearned TA funds on a proportional basis through at least the 60% portion of the term for which the funds were provided, regardless of the reason for withdrawal (service-related or otherwise). TA funds are earned proportionally during an enrollment period, with unearned TA funds returned based upon when a student stops attending MHCC. These funds are returned to the military branch, not the student. MHCC will work with a service member who stops attending due to a military service obligation in identifying solutions that will not result in a student debt for the returned portion. Military tuition assistance is awarded based on a student completing the entire term for which TA was awarded. When a student withdraws, they may no longer be eligible for the total amount.

Rights of Students Called to Active Duty

AR 5013: Active Military Deployment Withdraw (<https://www.mhcc.edu/about/board-of-education/policies-bylaws/chapter-5/ar-5013/>)

A student who is a member of the military (including the Reserves and U.S. and Oregon National Guard), a member of the commissioned corps of the National Oceanic and Atmospheric Administration (NOAA), or a member of the Public Health Service of the U.S. Department of Health and Human Services detailed by proper authority for duty with the Army or Navy of the United States who is called to federal or state active duty for more than 30 consecutive days must give oral or written notice of such service to MHCC Veteran Services as far in advance as is reasonable under the circumstances. This notice does not have to indicate whether the student intends to return to the school and may not be subject to any rule of timeliness.

Students who are enrolled in course(s) and have paid tuition and fees, have the right to:

- Withdraw from the course with a refund for paid tuition and fees.
- Receive a grade of Incomplete (I) and, upon release from active duty, may complete the course in accordance with the College's practice for completion of incomplete courses.
- Continue and complete the course for full credit.

If the student elects to withdraw from a course in which they were enrolled, MHCC will not:

- Give the student academic credit for the course from which the student withdraws.
- Give the student a failing grade or a grade of incomplete or make any other negative annotation on the student's record.
- Alter the student's grade point average due to the student's withdrawal from the course.

A student who elects to continue and complete a course for full credit is subject to the following conditions:

- Course sessions the student misses due to active duty shall be counted as excused absences and may not adversely impact the student's grade for the course or rank in the student's class.
- The student may not be automatically excused from completing course assignments due during the period the student serves on active duty.
- A letter grade or a grade of pass may be awarded only if, in the opinion of the faculty member teaching the course, the student completes sufficient work and demonstrates sufficient progress toward meeting course requirements to justify the grade.

Readmission of Service Members

If the student elects to withdraw from the college, the student has the right to be readmitted and reenrolled within three years after release from active duty without a requirement of redetermination of admission eligibility. The student must give written notice of their intent to return to the Veteran Services by email. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury.

A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to the school's established leave of absence policy and general practices.

If the student is reenrolling in a limited entry program and it has been more than one year, they must work with the program to determine starting point to completion.

The cumulative length of the absence and of all previous absences from the school for military service may not exceed five years. Only the time the student spends actually performing service is counted.

Recruitment Code of Ethics

MHCC is committed to protecting the best interests of all students, including our military and veteran students. As a public state institution of higher learning, we abide by federal law and comply with the Department of Defense policy, by adhering to the following regulations:

- Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis [defined as "an insignificant amount"] to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of Service members or obtaining access to TA funds. Educational institution sponsored scholarships or grants and tuition reductions available to military students are permissible.

- Refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including TA funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.
- Refrain from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.