



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Readmission of Service Members
Number: 4.1.6.1

Responsibility: Student Affairs
Last Updated: November 1, 2023
Related Policy: 4.1.6 Readmission of Service Members

President

Purpose:

The purpose of this procedure is to define the re-admission process for service members.

Procedure:

The Technical College of the Lowcountry will promptly readmit a service member with the same academic status as s/he had when last attending the College. A student is eligible for readmission under this policy if, during an absence, the student performs uniformed service, voluntary or involuntary, in the Armed Forces, including the National Guard of Reserve, active duty, active duty for training of full-time National Guard. The cumulative length of all absences shall not exceed five years.

Notification

The student must notify the College of his/her military service and intention to return to the College as follows:

Notification of military service: A student must provide orders, or written notice by a Commanding Officer, of a Uniformed Service Obligation to the Director, Recruitment and Admissions or the Director of the Veterans Resource Center. The notice does not need to indicate when the student will return to the college.

Notification of intent to return: The student must also give oral or written notice of his/her intent to return to the school within three years after the completion of the period of service. 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.

Readmission

The College will promptly readmit the student into the next class or classes in the program beginning after s/he provides notice of intent to reenroll, unless s/he requests a later date or unusual circumstances require the school to admit him/her at a later date.

The school must admit the student with the same academic status, which means

- to the same program to which the student was last admitted or, if that exact program is no longer offered, the program that is most similar to that program, unless s/he chooses a different program;
- at the same enrollment status, unless the student wants to enroll at a different enrollment status;
- with the same number of credit hours previously completed, unless the student is readmitted to a different program to which the completed credit hours are not transferable, and
- with the same academic standing (e.g., with the same satisfactory academic progress status) the student previously had.

Tuition and Fees

If the student is readmitted to the same program, for the first academic year in which s/he returns, the school must assess the tuition and fee charges that s/he was or would have been assessed for the academic year during which s/he left the school. However, if his/her veteran's education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, the school may assess those charges to the student as well.

If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, the school must assess no more than the tuition and fee charges that other students in the program are assessed for that academic year.

Exceptions

If the College determines that the student is not prepared to resume the program with the same academic status at the point where s/he left off or will not be able to complete the program, the College will make reasonable efforts at no extra cost to help him/her become prepared or to enable him/her to complete the program. This includes providing refresher courses and allowing the student to retake a pretest at no extra cost.

The school is not required to readmit the student if it determines:

- that there are no reasonable efforts it can take to prepare him/her to resume the program at the point where s/he left off or to enable him/her to complete the program, or

- that after it makes reasonable efforts (those that do not place an undue hardship on the institution), the student is not prepared to resume or complete the program.

“Undue hardship” means an action requiring significant difficulty or expense considering the overall financial resources of the school and the impact of such action on its operation. The school has the burden to prove by a preponderance of the evidence that the student is not prepared to resume the program with the same academic status at the point where s/he left off or that s/he will not be able to complete the program.