

# PROCEDURE

Number:	8.6.3.2
Related Policy:	8.6.3
Title:	Military Withdrawal and Military Leave
Authority:	Title 59, Chapter 53, Section 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility:	Registrar
Original Approval Date:	03-22-2018
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Last Revision:	12-02-2020

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Chairperson

## **Military Reservists Called to Active Duty**

Horry-Georgetown Technical College (HGTC) realizes students who are members of the U.S. Armed Forces may be called to active duty, specialized training, or as part of disaster relief efforts with limited notice. While the following procedure does NOT pertain to initial active duty training (i.e. basic training), this procedure is provided in order to minimize disruptions or inconveniences for students fulfilling their unanticipated U.S. military responsibilities in the midst of an academic term/session. Students called to active duty, specialized training or as part of disaster relief efforts are given one of the below options once they provide a copy of their orders to the Registrar's Office. Along with written notification of their intent, a student:

- May withdraw from all courses and receive a 100% refund of tuition and fees;
- May receive an incomplete in some or all of the courses taken, with written permission of the instructor(s): or
- Could make arrangements to complete the remaining course online within the standard academic term, with written permission of the instructor(s).

Options for completing any remaining coursework vary greatly depending on the student's individual situation, timing, and remaining requirements. Their first step would be to discuss their situation with their advisor.

If the student chooses to withdraw after the first week of classes, the grade of W will be assigned. Students receiving financial aid will be subject to the refund policies as provided for by the agencies sponsoring the aid.

The request to withdraw needs to be made within one week of official notification by the military service (extension may be permitted on a case-by-case basis), and may be made by either the student or other responsible party who has the student's military information.

### **Request for Withdrawal**

The Office of the Registrar provides a one point-of-contact process for withdrawals so students will not need to visit multiple offices. Students should contact the Registrar's Office first to begin the withdrawal process based on official military documentation, with the understanding that a copy of the orders would need to be forthcoming.

### **Return from Military Duty**

When students return from active duty, and are ready to resume their studies at Horry-Georgetown Technical College, they must contact the Admission's Office at [admissions@hgtc.edu](mailto:admissions@hgtc.edu). The student must request in the email to be "reinstated after absence due to military duty." This information will be helpful in getting their reinstatement to HGTC expedited. (Please note: The Admission Application fee will be waived for students who were out due to active duty, specialized training or part of disaster relief efforts.) Once reinstated, they should meet with their advisor or a Student Development Coordinator.

Once the student is registered for classes, they need to contact the Financial Aid Office, Veterans Affairs staff to request that their enrollment be reported to Veterans Affairs for benefits. The Financial Aid Office will need to forward a copy of the student's new DD 214 discharge documents to the VA for evaluation, which may change which program the student is eligible for or their tier of benefits.