

MILITARY TUITION ASSISTANCE AND RECRUITMENT

Military Tuition Assistance (TA)

Many branches of the military—including the Army, Navy, Air Force, Marines, and Coast Guard—offer Tuition Assistance (TA) programs for active-duty service members.

These programs provide financial support for educational goals such as certificates, associate degrees, and beyond. Each branch has its own policies, award amounts, eligibility requirements, restrictions, and application process.

Service members should speak with their Educational Service Officer (ESO) or military counselor **before applying and enrolling** to understand their eligibility and any potential financial responsibility.

Military Tuition Assistance (TA) Refund Policy

To comply with the U.S. 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
- Unearned TA funds are returned based on when a student stops attending
- Unearned funds are returned to the military branch, not the student
- Military Tuition Assistance is awarded based on completion of the full term

When a student withdraws, they may no longer be eligible for the full amount of TA funding.

MHCC will work with a service member who stops attending due to military service obligations to help identify solutions that minimize or avoid student debt for the returned portion.

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 (NOAH), or a member of the Public Health Service of the U.S. Department of Health and Human Services assigned to 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 provide 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 need to indicate whether the student intends to return
- Is not subject to strict timeliness requirements

Student Options When Called to Active Duty

Students who are enrolled and have paid tuition and fees have the right to:

- **Withdraw** from the course and receive a refund of tuition and fees
- Receive a grade of **Incomplete (I)** and complete the course after returning from active duty
- **Continue and complete** the course for full credit

If a Student Withdraws

MHCC will not:

- Award academic credit for the course
- Assign a failing grade, incomplete, or any negative notation
- Impact the student's grade point average (GPA)

If a Student Continues the Course

- Missed class sessions due to active duty will be treated as **excused absences**
- Absences will not negatively impact the student's grade or class standing
- Students are still responsible for completing required coursework
- A final grade will be awarded only if, in the instructor's judgment, the student completes sufficient work and demonstrates sufficient progress toward course outcomes

Readmission of Service Members

A student who withdraws due to active duty has the right to be readmitted and reenrolled within **three years** after release from active duty without being required to reapply for admission.

- The student must notify MHCC Veteran Services of their intent to return (email is acceptable)
- Students recovering from a service-related illness or injury have up to **two years after recovery** to request readmission
- The cumulative length of absence for military service may not exceed **five years** (only time spent performing service is counted)

If a student is returning to a **limited-entry program** after more than one year, they must work with the program to determine their appropriate point of reentry.

Students who do not apply for readmission within these timeframes may still be eligible to return, but will follow standard college policies.

Recruitment Code of Ethics

MHCC is committed to protecting the best interests of all students, including military and veteran students. As a public state institution of higher education, MHCC complies with federal law and U.S. Department of Defense policy by adhering to the following:

- **No inducements:** MHCC does not offer gifts, payments, or incentives (including gratuities, favors, discounts, entertainment, hospitality, loans, transportation, lodging, or meals of more than minimal value) to secure enrollments or access Tuition Assistance funds.
- **No incentives-based recruiting:** MHCC does not provide commissions, bonuses, or other incentive payments based on securing military enrollments or financial aid

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- **No high-pressure recruitment tactics:** MHCC does not engage in excessive unsolicited contact or same-day recruitment and registration practices intended to secure enrollment

Educational institution-sponsored scholarships, grants, and tuition reductions available to military students are permitted.