



Readmission Guidelines for Service Members

Steps to leaving Alma College when called to active duty, or when returning to Alma College from active duty.

A continuing student receiving VA benefits and called to active duty must provide a copy of their military orders to the Financial Aid Office, who will then notify the VA of the student's new status. The FA Office will also notify both the Office of Academic Support and Registrar's Office as needed to assist the student. A student who has been attending classes prior to being called to active duty must complete a [Withdrawal Form](#) through Self-Service.

For guidance on how withdrawal will affect academic progress, the student should contact the Registrar's Office or Office of Academic Support while also utilizing their academic advisor.

Returning to Alma College from Active Duty

Alma College acknowledges that students may be temporarily unable to attend classes or be required to suspend their studies to perform uniformed service. We encourage such students to resume their education once a military service obligation has ended and adopts this policy to ensure the timely readmission of such students.

In accordance with federal regulations, 34 C.F.R. § 668.18 and the U.S. Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), Alma College will promptly readmit service members who seek readmission to a program that was interrupted due to a uniformed service obligation.

Eligibility

This policy shall apply to:

1. Service members who are unable to attend classes for more than 30 consecutive days; and
2. Service members who are unable to attend classes for less than 30 days when such an absence would result in a withdrawal from Alma College.

A student is eligible for readmission under this policy if, during an absence, the student performs uniformed service, voluntary or involuntary, in the U.S. Armed Forces, including the National Guard or Reserve, active duty, active duty for training or full-time National Guard (under federal authority).

Notification of Intent to Return

The student must give written notice of their intent to return to Alma College by completing a Readmission Application with the Alma College Registrar's Office within two (2) years after the military service period is completed. This form may be found online at <https://www.alma.edu/admissions/military-and-veterans/>

Upon the student's return to Alma College, they must give written notice they may be entitled to the tuition and enrollment benefits outlined in this policy.

The returning student is required to provide official military orders or supporting documentation of a uniformed service obligation to the Office of Financial Aid as far in advance as possible, unless precluded by military necessity. Notification under this section must be provided, by the student, to the FA Office, by emailing finaid@alma.edu

Tuition and Fees

A returning student must be charged the same tuition and fees in effect during the last academic year the student attended, unless U.S. Department of Veterans Affairs (VA) education benefits or other service member education benefits will pay the amount in excess. For subsequent academic years, the returning student may not be charged tuition and fees over what other students in the program are charged.

Readmission Requirements

A returning student will be permitted to reenroll in the next class(es) scheduled in the same academic program, unless the student requests a later date of reenrollment or agrees to a different program. A returning student will be readmitted into the same academic program they were enrolled in before the military service obligation. If the exact program no longer exists, the student must be admitted to the program that is most similar. Returning students will be reenrolled with the same enrollment status, number of completed credit hours, and academic standing as the last academic year of attendance.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the U.S. Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy. However, service members who receive dishonorable or bad conduct discharge may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.