

## Military Activation Policy

### 2.16.5 Procedure for Requesting Leave of Absence or Withdrawal

#### *Student and Community Life Handbook*

A student may take a leave of absence from seminary for normally no more than one academic year. Students are not eligible for financial aid during a leave of absence. The student must complete the leave of absence form. The academic dean may grant the request, and then normally notifies the faculty. (As noted above regarding Federal policies, a leave of absence longer than 180 days will be regarded as a withdrawal for Federal financial aid purposes. Recipients of Federal Student Loans must be aware that loan repayment will begin, including the expiration of your student loan grace period.) An approved leave of absence may be renewed for an additional academic year upon written request. A student who wishes to withdraw from seminary must complete a withdrawal form, giving notice of the withdrawal date and last day of attending classes.

**Wartburg Theological Seminary is appreciative of our service men and women and recognizes the flexibility needed to accommodate active duty deployments. Should such deployments occur, the following options are available:**

- Withdraw the entire registration and 100% of the tuition and mandatory fees would be refunded. If arrangements are made with the instructor for grades or incompletes (to be made up later) in the courses, the registration would remain intact and tuition and mandatory fees would be assessed in full.
- If arrangements are made with only some of the instructors for grades or incompletes, the registration for those courses would remain intact and tuition and mandatory fees would be assessed for those courses. Any courses for which arrangements cannot be made for grades or incompletes could be dropped and the tuition and mandatory fees for those courses would be refunded.
- The option the student chooses obviously depends on the point in the session when the student is called to active duty. Financial aid is refunded in accordance with existing seminary and federal policies for each of the above situations. Inquiries should be directed to the financial aid director. These procedures do not apply to reservists who are fulfilling their annual two-week active duty.

This policy also applies to a spouse if that active duty member shares a dependent child with his or her spouse.

A student who is called to active duty and is a recipient of a direct loan should contact his or her loan servicer.

*(This policy was adapted from policies found at the University of Iowa and Iowa State University)*

Pursuant to the Veterans Benefits and Transition Act of 2018, Wartburg Seminary adopted the following policy in August 2019:

“To refrain from imposing penalties upon eligible G.I. Bill students due to the delayed disbursement of allowable payments by the U.S. Department of Veterans Affairs, including: 1) the assessment of late fees; 2) the denial of access to classes; 3) the denial of access to libraries or other institutional facilities; or 4) the requirement that a G.I. Bill Chapter 31 or Chapter 33

recipient borrow additional funds to cover the individual's VA-covered financial obligations to the seminary while waiting for Federal funds to be paid.”