

	POLICY	Motion No.	AASS 1020-2014
	Military Students	Effective Date	12/16/2014
		Responsible Department	Academic Affairs/Student Services
		Attorney Review / Date	[Attorney Name] [Date]

MILITARY TUITION

Active duty military personnel stationed in Cambria County and their authorized family members will receive Cambria County Resident tuition rates. To qualify for these tuition rates, the student must submit a copy of appropriate military orders and a *Verification of U.S. Armed Forces Assignment Form* to the Bursar's Office on an annual basis.

MILITARY LEAVE

A student who is called to active duty during the semester and provides a copy of appropriate military orders may choose one of the following options:

- A student may choose to do a total semester withdrawal from all of his/her classes, and receive a full refund for tuition and fees. This option requires that the student withdraw from every course and receive no grade for any course taken during the semester. Moreover, a designation of Military Leave will be added to the official transcript for the student indicating deployment. Any student who has elected to use this option may be readmitted for the next semester in which the student wishes to return. The student's academic standing at the time of readmission shall remain as it was prior to the call to active military duty.
- If a substantial part of the semester has been completed by the student and the student is called for active military duty, the student may meet with each instructor to determine an appropriate course of action. An incomplete grade may be assigned with an extended time period for completion.

MILITARY STUDENT REGISTRATION

Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling. Non-compliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at www.education.state.pa.us.

In accordance with this legislation, Pennsylvania Highlands offers its veteran students the opportunity to register before priority registration opens. Veteran students will receive an emailed notification each semester which will provide the early registration date, times and instructions. In order to register Veteran students must:

- Identify himself or herself as a veteran student per the definition noted below.
- Meet with his or her academic advisor to gain clearance for registration.

- Complete a Registration Form noting the selected courses for the appropriate semester.
- Submit the completed Registration Form to the Registrar's Office on the day of, or prior to, the early registration period. Forms can be submitted by fax, scanned email, postal service or dropped off at the Registrar's Office at the Richland Campus.

For assistance or for more information, please contact the Registrar's Office directly at 814-262-6439.

The College defines a "veteran student" as an individual who:

- has served in the United States Armed Forces, including a reserve component and National Guard, and was discharged or released from such service under conditions other than dishonorable;
- has been admitted to a public institution of higher education in Pennsylvania; and
- resides in Pennsylvania while enrolled in the public institution of higher education.

Students who are veteran students and do not already have their military status coded in the system will need to provide a DD214 or other appropriate documentation to the Registrar's Office to have their military status updated. Currently serving members will need to submit a copy of active duty orders.

MILITARY STUDENT POINT OF CONTACT

Pennsylvania Highlands' military students are encouraged to contact the following individual for service information, helpful referrals and financial assistance counseling:

Mary Hattaway
 Assistant Director of Financial Aid
 101 Community College Way
 Johnstown, PA 15904
 814-262-6454
mhatt@pennhighlands.edu

Effective Date	Motion Number	Document Author	Description of Change
12/16/2014	AASS 1020-2014	Academic Affairs/ Student Services	Compliance with Federal Guidelines regarding military students