

	POLICY	Motion No.	AASS 1004-2025
	Military and Veteran Students	Effective Date	4/15/2025
		Responsible Department	Academic Affairs/Student Services
		Attorney Review / Date	[Attorney Name] [Date]

This policy provides guidance to the enrollment process, on military tuition, and on military leave for active-duty military personnel and veteran students.

Students requesting the benefits listed below under Chapter 1606, Chapter 30, Chapter 31, chapter 33, Chapter 35 and children and spouses receiving transferred benefits must provide a Certificate of Eligibility (COE) and a copy of a DD-214 to verify eligibility. Veterans requesting educational benefits must provide a Member 4 copy of their DD-214 and active-duty personnel requesting benefits must submit a copy of their active-duty orders to verify eligibility.

MILITARY TUITION

Under Section 702 of the Veterans Choice Act, public institutions of higher education that have VA-approved programs will receive GI Bill payments only if they offer in-state tuition to eligible veterans and dependents. This Act also allows military-connected students to use VA education benefits to qualify for non-resident tuition exemptions. PA Act 14 (2023) and HB804 extends the in-state tuition benefit to veterans, active-duty military, and members of the selected reserve and National Guard.

Pennsylvania Highlands Community College amplifies this benefit so that active-duty military, veterans, and members of selected reserve and National Guard and their dependents will receive the College's sponsored tuition and fee rate (i.e., the Cambria County rate) when enrolling into for-credit classes. Additionally, the benefit applies to all eligible students regardless of whether they live in Pennsylvania or another location.

MILITARY LEAVE

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

- A student may choose a total semester withdrawal from all of his/her classes and receive a full refund for tuition and fees. With this option, the student will be administratively withdrawn from any course taken during the semester.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

including withdrawing from a class or taking an incomplete grade with an extended time 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 Community College offers veterans, active-duty personnel, and members of selected reserve and National Guard 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. To register before priority registration, eligible students must: 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 prior to the priority registration period.

MILITARY STUDENT POINT OF CONTACT

Pennsylvania Highlands' military and veteran students are encouraged to review the information on the College's webpage at <https://www.pennhighlands.edu/admissions/financial-aid/veterans-military-services/>

Effective Date	Motion Number	Document Author	Description of Change
4/15/2025	AASS 1004-2025	Academic Affairs/ Student Services	Change the name to "Military and Veteran Students Policy". Substantial rewrite to provide clarification of the College's policy when working with active-duty military or veteran students.
12/16/2014	AASS 1020-2014	Academic Affairs/ Student Services	Compliance with Federal Guidelines regarding military students