

AREA OF RESPONSIBILITY: DIVISION OF BUSINESS AFFAIRS
RESPONSIBLE CONTACT: VICE PRESIDENT FOR BUSINESS AFFAIRS
POLICY IDENTIFICATION: ACTIVE DUTY
CROSS REFERNCE: REGISTRAR AND FINANCIAL AID
Revised Date: 02/06/09
LAST REVISED: 5/2024

Virginia Union University realizes students who are members of the US military services may be called to active duty. The following policy is provided to ensure that no service member suffers a loss of funds or educational opportunity because he or she was called to serve.

It is the policy of the University to give a 100% refund of all mandatory tuition and fees, to a student who is called to active-duty status in one of the US military services divisions. If notification of active duty occurs late in the academic term, a student may opt, with permission of the instructor(s) to receive an incomplete grade in the courses taken. University Scholarship Awards will be preserved for one (1) semester for students holding such awards when called to active duty. Any non-University grants, scholarship or loan, which such students may have received, will be governed by applicable policies established by the Grantee of such funds.

Student's Responsibilities

A student who wishes to withdraw from the University because of being called to active duty must follow the withdrawal procedures as described in the current University catalog. In addition, the student must attach a copy of the military orders to the withdrawal form. A student called to active duty may designate a person with power of attorney to take care of completing the withdrawal process. This designation should be provided in writing to the Office of the Student Affairs before the student's departure.