MEMORANDUM

To: College Presidents

From: Acting Vice Chancellor Roy P. Moskowitz

Re: Special Provisions for Students in the Military

In light of the conflict in the Balkans, and the commencement of the calling up of reservists, I have reviewed the Board of Trustees policies on the treatment of students who leave CUNY to fulfill military obligations. (This memorandum supersedes Student Advisory Memorandum No. 7 issued in 1991 during the conflict with Iraq.) These policies establish the following rules.

I. Students called up to the reserves or drafted before the end of the semester.

A. Grades. In order to obtain a grade, a student must attend 13 weeks (five weeks for summer session).

B. Refunds. A student called up to the reserves or drafted who does not attend for a sufficient time to qualify for a grade is entitled to a 100% refund of tuition and all other fees except application fees.
II. Students who volunteer (enlist) for the military.

A. Grades. Same provision as for students called up to the reserves. In order to obtain a grade, a student must attend 13 weeks (five weeks for summer session).

B. Refunds. The amount of the refund depends upon whether the withdrawal is before the 5th week of classes.

1. Withdrawal before beginning of the 5th calendar week (3rd calendar week for summer session): 100% refund of tuition and all other fees except application fees.

2. Withdrawal thereafter: 50% refund.

A proportionate number of weeks may be used for Kingsborough Community College and LaGuardia Community College for each of the above provisions.

The above provisions are contained in Section V.E on "Refunds for Military Service, Peace Corps or VISTA" of the CUNY Tuition and Fee Manual ("Fee Manual"), pages 46 and 46.1 (as revised 10/91). These provisions are based on a Board policy last amended on May 27, 1970, Cal. No. 11.

III. Other Provisions for Military Service:

A. Resident Tuition Rates. These lower rates are applicable to all members of the armed services, their spouses and their dependent children, on full-time active duty and stationed in the State of New York (Fee Manual, p. 8, rev. 11/98). This provision is based on a Board policy adopted on June 29, 1987, Cal. No. 42.

B. Re-enrollment of Veterans. Veterans who are returning students are given preferred treatment pursuant to a Board policy of April 21, 1952, Cal. No. 13, in the following ways:

1. Veterans who were former students with unsatisfactory scholastic records, may be readmitted with a probationary program.

2. Veterans, upon their return, may register even after normal registration periods, without late fees.

3. Granting of college credit for military service and armed forces instructional courses.
4. Veterans returning too late to register may audit classes without charge.

C. Late Admissions. Veterans with no previous college experience are permitted to file applications up to the date of registration, and are allowed to begin classes pending completion of their application and provision of supporting documents pursuant to a Board policy adopted January 27, 1975, Cal. No. 2.B.

D. Readmission Fee. Upon return from military service, a student will not be charged a Readmission Fee to register at the same college (Fee Manual, p. 46.1, rev. 10/91.)

E. Veterans Tuition Deferrals. Veterans are entitled to defer the payment of tuition pending receipt of veterans’ benefits pursuant to Education Law Section 6223 and the Fee Manual, p. 45.

c: Chief Student Affairs Officers
   Chief Academic Affairs Officers
   Chief Administrative Affairs Officers
   Legal Affairs Designees
   Registrars
   Veterans Services Liaisons