

POLICY AND PROCEDURE FOR MILITARY DEPLOYMENT OF STUDENTS OR THE STUDENT WHO IS A SPOUSE OF A MILITARY MEMBER WITH A DEPENDENT CHILD

In the event that a student of Simpson College or their spouse, when either has a dependent child, is called up by the military for military duty the student must notify the Registrar's office.

1. In order for the student to complete the process of withdrawing or getting a refund due to deployment, a copy of the deployment orders must be received in the Office of the Registrar.
2. Academic credit enrollment: The student will be dropped or withdrawn from their courses as allowed by the drop, add and withdrawal dates for the term, unless an arrangement to take an incomplete in the course(s) has been arranged with the instructor. If the deployment occurs after the last day to withdraw from a course for the term, the student will be allowed to take a "W" for the course, unless it has been arranged with the instructor to take an incomplete or receive a grade for the course. Student will be allowed to take some incompletes and some withdrawals within their registration for the term. Courses for which a student receives an incomplete or a grade will remain in the students registration and be assessed tuition and mandatory fees.
3. A student is allowed one full year of absence before having to be re-admitted. After that year is up the student may seek readmission and when readmitted will be under the policies of the catalog current at the time of readmission.
4. Housing: If the student is a resident student of the campus, their housing will, if demand allows, be reserved for the rest of the academic year. If the student does not return within that academic year the room will be reassigned.
5. Business Office Charges: If the student/spouse is deployed by the military for active duty and the student withdraws from the registered course(s), 100% of the tuition charges and mandatory fee will be reversed off of the student's account and any credit will be refunded. If the student is a full--- time resident student of the campus, housing and food plan charges will be refunded on a prorated basis. The student will be responsible for paying all other charges unless specifically requested by the issuing department to reverse all or part of the charges. Any courses in which the student makes arrangements to receive a grade or take an incomplete will be assessed tuition and mandatory fees for those courses.
6. Financial Aid: The Financial Aid Office of Simpson College will do all it can within the defined limits of Federal Regulations to benefit the student's financial aid status.

If there are any questions please contact the following persons:

Academic Credits and Enrollment	Jody Ragan (515) 961---1517 jody.ragan@simpson.edu
Housing	Matt Hansen (515) 961---1562 matt.hansen@simpson.edu
Business Office	Nicole Kickbush (515) 961---1317 nicole.kickbush@simpson.edu

Financial Aid Office

Tracie Pavon (515) 961---1630
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