



## Instructions for Service member readmission to College of the Atlantic

College of the Atlantic adheres to all regulations regarding readmission of service members as outlined in Chapter 3 of Volume 2 of the Federal Student Aid Handbook.

If a Service member or reservist is unable to attend class or has to suspend their studies due to service requirements and desires to return to College of the Atlantic, the student must give oral or written notice of their intent to return to the Office of Admission within three years after the completion of their service.

- A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the Office of Admission within two years after the end of the period needed for recovery from the illness or injury.
- A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to the College's established leave of absence policy and general practices as found in College of the Atlantic's Academic Handbook and Course Catalog, <https://www.coa.edu/live/files/510-course-catalog>

College of the Atlantic offers only one degree program, and will promptly readmit students into this same program in the next class beginning after the Service member provides notice of their intent to reenroll, unless the Service member requests a later date of readmission, or unusual circumstances require the institution to admit the service member at a later date.

- The Service member will be readmitted with the same academic status as they had when last attending the College or accepted for admission, unless they have additional transfer credits that are allowable based on the College's policy.
- For the first academic year in which the Service member returns, College of the Atlantic will assess the tuition and fee charges that would have been assessed for the academic year during which they left the College. However, if the student's veterans education benefits or other Service member education benefits will pay the higher tuition and fee charges that other students are paying for the year, the College may assess those charges to the student as well.
- For subsequent academic years, the College must assess no more than the tuition and fee charges that other students are assessed for that academic year.