

# Procedure: 6.4.3p. (V.I.1)

## National Emergencies

**Revised:** March 8, 2011  
**Last Reviewed:** October 14, 2016  
**Adopted:** December 5, 2001



### I. PURPOSE:

The technical colleges are authorized to reimburse all tuition and fees paid by students who are required to withdraw from courses as a result of being called into active duty or relocated in response to national emergencies.

The Commissioner is authorized and empowered to take any and all such other action, as in the judgment of the Commissioner may be necessary, proper or required in connection with any such national or military emergency. All such action shall be communicated to the State Board.

### II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board  
O.C.G.A. § 20-4-14 – TCSG Powers and Duties  
State Board POLICY: 6.4.3. National Emergencies

### III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

### IV. DEFINITIONS: n/a

### V. ATTACHMENTS: n/a

### VI. PROCEDURE:

In the event of a military emergency whereby a student who is in the Armed Services, the National Guard or an Armed Forces reserve is activated or otherwise called to duty and as a result may no longer attend class(es), such student may within a reasonable time elect one of the following options. Documentation of such military service must be provided from an appropriate military official.

1. The student may elect to withdraw from the technical college for the semester. Under this option the student's records will reflect no enrollment for the semester. Thus, no grades of any kind will appear on the student's transcript. All tuition and fees shall be refunded completely; however, Title IV funds shall be returned in accordance with federal regulations.

2. Alternatively, the student may elect to receive the appropriate letter grade(s) and receive any applicable refunds. Under this option such courses will be calculated as attempted courses for HOPE purposes.

**VII. RECORD RETENTION:** n/a