


# PROCEDURE

<b>Subject</b>	<b>Student Military Activations</b>	<b>Number:</b> 4.07.01
<b>Source</b>	Vice President, Student Affairs	<b>Reference (Rule #)</b> 6HX14-4.07
<b>President's Approval/Date:</b> <b>02/25/2014</b>		

Military veterans, reservists and members of the National Guard, who are attending SCF, may receive orders for active duty. This activation may make it impossible for the student to complete the term. In such cases, the College must receive a copy of the student's activation orders issued from the military in order to proceed with the dropping of courses for the term of activation. This copy must be submitted to the veteran's office for processing on the Bradenton or Venice campus.

The process will initiate a drop on behalf of the student from classes for the term of activation. A refund of tuition and fees will be applied to their account. For book refunds, a copy of the student's activation orders must be submitted to the SCF Store on the Bradenton or Venice campus.