



Administrative Policy

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Recruitment of Military Service Members and Tuition Assistance

Pratt Community College is committed to serving military Service members and providing educational opportunities without high-pressure recruitment practices. The College prohibits commissions, bonuses, or other incentive payments to employees or contractors for securing enrollments or federal financial aid. High-pressure recruitment tactics, including three or more unsolicited contacts or same-day recruitment and registration intended to pressure enrollment, are prohibited.

Pratt Community College personnel shall direct Service members to receive approval from their Educational Services Officer (ESO) or counselor within their Military Service prior to enrolling. This requirement will also be posted on the College's website.

Students who must withdraw because of deployment or changes in military obligations should notify the College and provide appropriate documentation to the Registrar.

For withdrawals:

- Unearned Military Tuition Assistance (TA) funds will be returned to the appropriate military service branch on a proportional basis through at least 60% of the enrollment period.
- Students not using TA will receive refunds according to the College's standard withdrawal and refund policies.
- Room and board charges will be prorated based on the withdrawal date.
- Students receiving Title IV financial aid will be subject to the federally required Return of Title IV Funds (R2T4) calculation.
- Approved course withdrawals will receive the appropriate withdrawal designation and will not affect the student's GPA.

Pratt Community College will administer military withdrawals, refunds, and the return of TA and federal financial aid in accordance with applicable federal, Department of War, and College requirements.