### Administrative Procedure 5013

# **Students in the Military**

### I. Residence Determinations for Military Personnel & Dependents

#### A. Members of the Armed Forces

A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.

### B. Dependents: Spouse and Children

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

## C. Timeframe of Discharge

A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification. Resident classification shall also apply to veteran's dependents.

## D. Civil Service Employee

A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

# E. Evidence of Assignment

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's

commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

### II. Military Nonresident Tuition Exemption

## A. Active Duty Nonresident Exemption

A Nonresident member of the Armed Forces of the United States stationed in California on active duty (except those assigned for education purposes to state-supported institutions of higher education) and their eligible dependents are exempt from paying nonresident tuition until they are no longer stationed in California or discharged from their military service.

## B. <u>Discharged Member of the Armed Forces Nonresident Exemption</u>

A nonresident member of the Armed Forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for up to one year (The one-year exemption shall be used by the student within two years of being discharged) if he or she files an affidavit stating that he or she intends to establish residency in California as soon as possible.

#### C. Use or Intent to Use GI Bill Education Benefits

A student or prospective student and their eligible dependents using, or is intending to use, "GI Bill education benefits" shall be exempt from paying nonresident tuition while enrolled as a student.

### D. <u>Dishonorable or Bad Conduct Discharge</u>

A former member of the Armed Forces of the United States who received a dishonorable or bad conduct discharge shall not be eligible for any exemption.

# III. Withdrawal Policies for Members of the Military

### A. Military Orders Compelling Withdrawal from Courses

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW."

# B. Progress Probation, Dismissal, "FW" Grade

Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a military withdrawal result in a student being assigned an "FW" grade.

## C. Full Refund of Tuition and Fees

Students who are required to report to military duty are entitled to a full refund of fees.

#### References:

Education Code Sections 68074, 68075, and 68075.5; Title 5 Sections 55023, 55024, 54041, 54042, 54050, 58620 and 68075.5 Military and Veterans Code Section 824

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