

Policy Statement

The Department of Defense Voluntary Education Partnership Memorandum of Understanding between Hutchinson Community College and the Department of Defense Office of the Under Secretary of Defense for Personnel and Readiness articulates the commitment and agreement the College provides to the Department of Defense by accepting funds via each Military Service's Tuition Assistance program in exchange for education services. To ensure compliance with the Memorandum of Understanding, Hutchinson Community College adheres to Department of Defense Voluntary Education program guidelines related to recruiting, marketing, and advertising; financial matters; accreditation and credentialing; and academic counseling and post-graduation employment opportunities.

Procedure

The **Department of Defense (DoD) Voluntary Education (VolEd) program** seeks to shape quality educational experiences that result in meaningful value for Military Service members, the Services, and society. Hutchinson Community College's **Military Services department** assists students who are eligible for Veterans educational benefits, including Veterans, active-duty personnel, and members of selected reserves and the National Guard.

Recruiting, Marketing, and Advertising

In accordance with **Department of Defense Instruction (DoDI) 1322.25, *Voluntary Education Programs***, paragraph 1.c.(1)(b), Hutchinson Community College, as an institution providing education programs through the DoD Tuition Assistance (TA) Program, does not use unfair, deceptive, and abusive recruiting practices.

In accordance with **DoD Memorandum of Understanding (MOU)** paragraph 3.j.(2), Hutchinson Community College refrains "from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including TA funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance."

In accordance with **[DoD MOU](#)** paragraph 3.j.(3), Hutchinson Community College refrains "from high-pressure recruitment tactics such as making multiple unsolicited contacts (three or more), including contacts by phone, email, or in

person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.”

Per [DoD MOU](#) paragraph 4.e.(2)-(3), “DoD personnel are entitled to consideration for all forms of financial aid that educational institutions make available to students at their home campus.” Hutchinson Community College’s financial aid officers provide information and application processes for Title IV student aid programs, scholarships, fellowships, grants, and loans to DoD TA recipients. Service members identified as eligible DoD TA recipients have their TA benefits applied to their Hutchinson Community College account prior to the application of their Pell Grant funds.

Per [DoD MOU](#) paragraph 4.d.(1), “if an eligible Service member decides to use TA,” Hutchinson Community College “will enroll [them] only after the TA is approved by the individual’s Service.” Veterans are referred to School Certifying Officials (SCO) via the [College’s website](#) and by staff during orientation sessions and advising inquiries. Veterans are asked to complete intake forms before being certified by an SCO.

In addition, per the College’s [Admissions policy](#), any student applying for Veterans benefits must provide all official transcripts (high school, high school equivalency, and college). Veterans follow the College’s general admissions procedures as outlined within the policy. For support during the admission and enrollment processes, Veterans who decide to use the TA program are directed to meet with an SCO in the Veterans Services office and speak with their Educational Services Officer or counselor within their Military Service prior to completing their enrollment.

Hutchinson Community College focuses on supporting students who are Veterans and refrains from high-pressure recruitment tactics for the purpose of enrolling Service members. The College refrains from providing any incentives based on securing enrollments to any person or entity involved in student recruiting or admissions activities or in making decisions regarding financial assistance for students.

Financial Matters

Per [DoD MOU](#) paragraph 3.h.(1) and (4), “before offering, recommending, arranging, signing-up, dispersing, or enrolling Service members for...student loans, [the College will] provide Service members access to an institutional financial aid

advisor who will make available appropriate loan counseling, including...providing a clear and complete explanation of available financial aid, including Title IV of the Higher Education Act of 1965, as amended...[and] explaining that students have the ability to refuse all or borrow less than the maximum student loan amount allowed." Hutchinson Community College students are assigned a financial aid advisor based on their last name.

Per Sec. 132 (h)(1) of the [Higher Education Opportunity Act \(HEOA\) of 2008](#), "institutions must make available on their websites a net price calculator. The institution may use the template provided by the Department of Education or may develop a customized version that must include, at a minimum, the same elements as the Department's version." Hutchinson Community College's [net price calculator](#) is available via the Financial Aid section of the College's website.

Per [DoD MOU](#) 1322.25, *Voluntary Education Programs*, paragraph 3.d.(1)(a), institutions will "provide meaningful information to students on the financial cost of attendance at an educational institution so Military students can make informed decisions on where to attend school." [DoD MOU](#) paragraph 3.n.(5) requires that institutions "disclose basic information about the educational institution's programs and costs, including tuition and other charges to the Service member. This information will be made readily accessible without requiring the Service member to disclose any personal or contact information." Hutchinson Community College publishes this information on the [Areas of Study page](#) and provides additional information via the [net price calculator](#).

Per [DoD MOU](#) paragraph 3.h.(3), "before offering, recommending, arranging, signing-up, dispersing, or enrolling Service members for...student loans, [the College will] provide Service members access to an institutional financial aid advisor who will make available appropriate loan counseling, including...disclosing the educational institution's student loan Cohort Default Rate (CDR), the percentage of its students who borrow, and how its CDR compares to the national average. If the educational institution's CDR is greater than the national average CDR, it must disclose that information and provide the student with loan repayment data." Veterans are directed to meet with an SCO as they enter the College; the SCO and financial aid advisors discuss all forms of financial aid with new students and disclose the CDR to students interested in discussing loans. Hutchinson Community College's most recent official CDR is available via the [federal website](#).

Per [DoD MOU](#) paragraph 4.f.(2)(d), institutions are required to “have an institutional policy that returns any unearned TA funds on a proportional basis through at least the sixty percent portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. In instances when a Service member stops attending due to a Military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.” Hutchinson Community College’s institutional policy on the return to the government of unearned TA funds is as follows: Hutchinson Community College Refund Policy (Effective Fall 2008)

Class Length Description	Calendar Days*	Refund Amount
Class length: 9 weeks or greater (Refund Type 1)	0-7 calendar days	100%
	8th calendar day through end of class	0%
Class length: 5 weeks or greater and less than 9 weeks (Refund Type 2)	0-3 calendar days	100%
	4th calendar day through end of class	0%
Class length: 1 week or greater and less than 5 weeks (Refund Type 3)	0-2 calendar days	100%
	3rd calendar day through end of class	0%
Class length: Less than 1 week (Refund Type 4)	0-1 calendar days	100%
	2nd calendar day through end of class	0%

This policy is for credit hour courses and covers all course delivery methods.

Students receiving federal financial aid who withdraw completely from Hutchinson Community College may be required to repay a portion of the federal financial aid

they have received. Questions about repayment of federal aid should be directed to the HutchCC Financial Aid Office.

Students required to report for active military duty during a semester of enrollment are entitled to a full refund of tuition and fees- contingent upon presentation of official military orders. Students who volunteer for military service during a semester of enrollment are not eligible for military refunds and instead are subject to the institution's regular refund policy.

Exceptions to the refund policy may be authorized by the Vice President of Student Services. All appeals must be in writing; however appeals will not be considered after the last scheduled day of the course or semester. Written appeals may be sent to the following addresses:

Vice President of Student Services
Hutchinson Community College
1300 N Plum
Hutchinson, KS 67501

Or

refunds@hutchcc.edu

Accreditation and Credentialing Requirements

Per [DoD MOU](#) paragraph 3.b and 3.l, institutions are required to “be accredited by a national or regional accrediting agency recognized by [the Education Department]...[and to] obtain the approval of their accrediting agency for any new course or program offering, provided such approval is required under the substantive change requirements of the accrediting agency...before the enrollment of a Service member into the new course or program offering.” Hutchinson Community College is accredited by the [Higher Learning Commission](#) (HLC) to award associate’s degrees and certificates. The College provides written notification to HLC for substantive changes in accordance with Commission policies and timetables.

Academic Counseling and Post-Graduation Employment Opportunities

Per [DoD MOU](#) paragraph 4.c.(1) and (4), institutions are required to “disclose general degree requirements for the Service member’s educational program

(evaluated educational plan) to the member and [their] Service before the enrollment of the Service member at the educational institution...[and] degree requirements in effect at the time of each Service member's enrollment will remain in effect for a period of at least one year beyond the program's standard length, provided the Service member is in good academic standing and has been continuously enrolled..." Refer to the [College Catalog](#) for academic information and degree requirements.

Hutchinson Community College's [Graduation Requirements Policy](#) offers clear guidance to students, and academic program pages (e.g., [Practical Nursing program page](#)) detail the specific plans of study for each program. Students develop individual course plans, by semester, with support from their assigned advisor and their SCO. The College's website lists all programs that have [programmatic accreditation](#), and programs that require professional credentials and/or licensure are listed on the [State Authorization, Complaints, and Professional Licensure page](#).

Per [DoD MOU](#) paragraph 3.n.(1), institutions are required to "disclose its transfer credit policies and articulated credit transfer agreements before a Service member's enrollment. Disclosure will explain acceptance of credits in transfer is determined by the educational institution to which the student wishes to transfer and [will] refrain from making unsubstantiated representations to students about acceptance of credits in transfer by another institution." Hutchinson Community College evaluates transfer credit for equivalent courses from member institutions of the [Kansas Board of Regents](#) and [other post-secondary institutions](#).

Hutchinson Community College currently grants Military credit. Students may earn college credit for armed services training or an array of educational experiences (e.g., seminars/workshops, CLEP/AP/IB examinations, apprenticeship/licensure/recognized credentials). Military training credit is awarded based on the recommendations in the American Council on Education Guide and approved by a programmatic expert.

For a listing of credit for Military training, search Hutchinson Community College at: <https://military.kansasregents.org/>

Credit for Military Training/Non-Collegiate Education

Students may earn college credit for education for non-collegiate educational experiences or armed services training. Credit is awarded based on the recommendations in the American Council on Education Guide and approval by the

department chairperson where credit is requested.

The granting of this credit by HutchCC does not guarantee transferability to any other institution.

HutchCC reserves the right to not accept transfer equivalency work that may be more than 5 years old.

Procedure Credit for Military Training/Non-Collegiate Education

- Student submits their educational experiences to ACE.
 - **American Council on Education (ACE) and ACE Guides** –Major coordinating body for higher education institutions in the U.S., providing leadership on 3rd party, unbiased credit equivalency recommendations among other services. ACE Guides are credit recommendations for formal instructional programs and examinations offered by non-collegiate agencies (including civilian employers, the military, professional associations, and other workplace related-training).
- The college receives ACE documentation at the student's request. The Records Office then submits the ACE evaluation and Credit for Prior Learning from Collegiate Non-Accredited or International Institution & Military Training/Non-Collegiate Education Form to the appropriate Program Coordinator and/or Department Chair.
- The appropriate Program Coordinator and/or Department Chair reviews supporting documentation and indicates HutchCC award. It is then sent to the Vice President of Academic Affairs.
- The Vice President of Academic Affairs signs the form as acceptance of the award and forwards to the Records Office and it posted to the transcript. If not accepted the form is returned to the Department Chair for student notification.

Full transfer credit policy can be found here: [Transfer Credit Policy](#)

Per [DoD MOU](#) paragraph 3.g, institutions are required to “designate a point of contact or office for academic and financial advising, including access to disability counseling, to assist Service members with completion of studies and with job search activities.” Hutchinson Community College’s Counseling, Accessibility, and Resources staff, located in Parker Student Union, provide **academic** and financial advising and **accessibility services**. The Financial Aid and Veterans Services job

descriptions have been developed and are periodically reviewed to ensure staff are highly qualified for their positions.

Per [DoD MOU](#) paragraph 3.i.(1), institutions are required to “have a readmission policy for Service members that allows Service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to Service requirements.” HutchCC’s Re-Admission Policy follows:

Veteran and Military Re-Admission Policy

Active-duty military and veterans are allowed to return and complete their program of study in the catalog year they started. These students will be readmitted with the same academic standing they had when they left the college.*

Procedure

The student should notify the Registrar’s Office upon their notification for active duty/military service. If advance notice is not possible, the student should provide documentation of military service when requesting readmission to their program. The student will be withdrawn (if requested) from their current courses and will be refunded at 100% of the tuition and fees charged for the courses.

The student should notify the Registrar’s Office of their intent to return to school within three years after completion of service.

The student shall be readmitted with the following stipulations:

- Student will be readmitted to the same program (if program is still offered) or a similar program, unless a different program is requested by the student
- Student will be allowed to readmit in the same enrollment status unless a different status is requested
- Student will be allowed to enroll in classes that begin after they provide notice of the intent to readmit
- Student will be allowed to apply all credit hours previously completed, unless readmission is for a different program and the hours do not apply

- Student will have the same academic standing they had when they left for military service
- Student will be assessed the same tuition and fee charges they would have been assessed when they left for military service for the first year after readmission

**Note: Re-Admission to certain programs may be subject to program accreditation requirements that require re-admission within a shorter timeframe than stated above. In such cases, every effort will be made to re-admit the student to the next available program start.*