

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 5.2.4**

<b>Title:</b> Military-related Refund of Tuition and Fees	
Originated by: Kim Kickhaefer, VPSS	
Signature	Date March 30, 2005
Approved by:	
Signature	Date
Reviewed on:	Revised on:

**Policy Statement:** Manhattan Area Technical College will refund full fees and tuition to any MATC student ordered to report for active duty during an academic term in accordance with the guidelines of this policy.

**Rationale:** Manhattan Area Technical College endorses the Kansas Military Bill of Rights 2005, and recognizes and seeks to honor the sacrifices made by Kansas men and women serving in the armed forces.

**Procedure:**

1. Any Manhattan Area Technical College student who is serving in the National Guard or reserves and is called to active duty during an academic term is entitled to a full refund of tuition and fees for any courses in which the student has not received a grade.
2. Any Manhattan Area Technical College student drafted and required to report for active duty during an academic term is entitled to a full refund of tuition and fees for any courses in which the student has not received a grade.
3. No refund of fees and tuition is due for any classes for which the student is awarded full credit.
4. All refunds are contingent upon verification of status through official military documentation.
5. Any Manhattan Area Technical College student who volunteers for military service during an academic term will be subject to MATC's non-military refund policy.