

**POLYTECHNIC UNIVERSITY OF PUERTO RICO
REGISTRY OFFICE**

***POLICY ON PROTECTION MEASURES APPLIED TO STUDENTS ACTIVATED TO
MILITARY SERVICE***

LAW NO. 109 OF 11 APRIL 2003:

The Legislative Assembly of Puerto Rico passed Act No. 109 of April 11, 2003, which regulates the relationship between colleges and students working part-time in the Reserves of the United States Armed Forces and the National Guard in the Commonwealth of Puerto Rico.

INSTITUTIONAL POLICY:

1. The student must submit original evidence of activation orders to the Veterans Coordinator at the Registrar's Office, at least 15 (fifteen) days before the date of activation.
2. A total withdrawal, classified as **"WM"** for the quarter in which the activation corresponds, will be granted to the student to present official evidence in this regard.
3. The refund will be made in accordance with federal Title IV provisions. The outstanding balance for the quarter in question will be canceled.
4. Those students who pay their tuition in full with their own money will have a 100% refund. The refund does not include special fees.
5. If, as a result of the total cancellation, the balance is a credit, it will be returned to the person who made the payment. *Example: If the payment was made by the student, it will be returned to the student; if the credit was for institutional scholarships, it will be returned to the corresponding fund.*
6. The Veterans Coordinator reports discharge due to military activation to the Veterans Administration through VA ONCE.
7. WM discharges that appear on the academic record as a result of military activation will not affect the quantitative portion of the Satisfactory Academic Progress Standard.
8. A student who returns to the Institution after completing his or her military service will be authorized to be readmitted, Withdrawal and no fee will be charged for this concept.

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Revisada: 10/1/2013