
ARMED FORCES OF THE UNITED STATES AND
THE NATIONAL GUARD OF PUERTO RICO

Purpose

Compliance with the provisions of Act. 109 April 11, 2003 that aim to establish protective measures for students enrolled at Higher Education institutions and that have been activate in the armed forces of the United States and the National Guard of Puerto Rico. The law provides certain obligations that are intended to avoid academic and financial penalties.

Legal foundation

This policy is in compliance with the following requirements.

Act 109 of 2003 that governs the contractual relationship between, military students of post-secondary education in the Commonwealth of Puerto Rico, and institutions of higher education.

CESPR Certification Number 2008-065, Higher Education Council, April 2008. Regulation on Protective Measures for students in institution of Higher Education that have been activated by the United States Armed Forces and the National Guard of Puerto Rico.

CESPR Certification Number 2012-237, October 2012, Regulations for the Licensing of Institutions of Higher Education of Puerto Rico.

Definition of terms

Activations - appeal and movement of soldiers members of the Reserve of the armed forces of the United States and the National Guard of Puerto Rico to serve full-time in exercises of war or armed conflict.

CESPR - Council of Higher Education of Puerto Rico

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Student - individual enrolled in an institution of higher education who is a member of one of the units of the military bodies as defined in Act 109 and CESPR Regulation.

National Guard - Branch of the Military Forces of Puerto Rico

United States Armed Forces Reserve - the Army, Navy, Air Force, Marine Corps and Coast Guard military reserves stationed in Puerto Rico

General Disposition

SJBSM will offer a refund, repayment or credit for money paid for tuition and other expenses by a student who is activated by the United States Armed Forces Reserves in Puerto Rico or the National Guard of Puerto Rico.

Refund, repayment or credit will not include fees are non-refundable.

The institution will prorate refunds, repayment or credit at the rate applying at the time corresponding to the academic session in which the student was activate.

If the student does not indicate their preference when presenting his/her evidence of military activation, the institution will award a credit.

The institution will provide the student the priority of reintegrating to the academic program according to availability of courses during the academic session.

Students activated by the military who are candidates for graduation during the semester of their activation will have priority over other students in the arrangement of courses.

Procedures

Student

The student shall notify the Institution that he/she is a member of the Armed Forces of the United States in Puerto Rico or the National Guard of Puerto Rico within the first 30 days from the start of each academic term.

At the time the student is activated by the Armed Forces of the United States or the National Guard of Puerto Rico, he/she must submit an original copy of the activation orders as evidence to the Registrar, at least fifteen (15) days prior to activation or in default within a reasonable time.

At that time the student must indicate their preference between refund and credit for money paid out.

After military service ends, the student may continue his/her academic program by completing a readmission request, and will not need to fulfill payments of the same.

Registrar's Office

The Office of the Registrar shall cancel the student's enrollment, placing the MW code (Military Withdraw) in conjunction with the current date student presents order.

The courses classified as MW will not affect the transcript for purpose of the Satisfactory Academic Progress Policy.

The Registrar will inform Finance Director and the Financial Aid Director of the canceled courses by way of activation of the United States Armed Forces or National Guard of Puerto Rico, for the corresponding adjustment.

The Registrar will ensure priority in the courses that the student was enrolled at the time of the activation, depending on the availability of courses.

Financial Aid Office

The Financial Aid Office will verify the status of all economic aids that the student had in order to determine whether the refund applies. If the refund is applied, the Financial Aid Director will proceed to notify corresponding officials.


Finance Office

The Finance Office will refund the money or grant a credit for concepts of tuition costs.

The Finance Office will suspend any collection action while the student is activated by the US Armed Forces or National Guard from Puerto Rico.

Effectiveness

The disposition contained in the Executive Order will be effective immediately.



YOCASTA BRUGAL, MD
President/Dean