

Readmission of Service Members

I. Scope and Purpose

In accordance with federal regulations (34 C.F.R. § 668.18) and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), the College of Eastern Idaho (CEI) ensures swift readmission for service members seeking to resume their education after interruptions due to military service obligations. This policy applies to any service member who is currently serving, has applied to serve, has previously served, or has obligations to serve in any uniformed services.

II. Eligibility:

This policy applies to service members who are unable to complete the term that they are attending, which would result in a complete withdrawal from CEI.

A service member is eligible for readmission under this policy if their absence is due to uniformed military service, whether voluntary or involuntary, in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training, or full-time National Guard under federal authority. The total cumulative absence for uniformed service must not exceed five years.

For additional information on types of service that do not count toward the five-year cumulative length of absences, please see the [FAQ on Institutional Readmission Requirements](#) for Service members from the Department of Education.

A service member must provide orders or written notice from an appropriate officer of the Armed Forces (i.e., commissioned, warrant, or noncommissioned officer), of a Uniformed Service Obligation (such as Temporary Duty), to CEI's VA Certifying Official or designee as far in advance as possible, unless prevented by military necessity. This notice does not need to indicate when the service member will return to the college.

III. Notification of Intent to Return

The Service member must submit written or oral notice of their intent to return to CEI within three years after completing their service period. In cases where service members require service-related hospitalizations or recovery, notification of intent to return must be provided within two years of recovery completion. Upon

returning to school, the service member must promptly inform the institution of potential entitlement to tuition and enrollment benefits outlined in this policy.

Note: A service member who fails to provide notice of intent to return within the applicable time period does not automatically forfeit eligibility for readmission to an institution, but is subject to the institution's established leave of absence policy and general practices. Follow the link for more information on [Readmissions of Former Service members' Policy](#) to CEI

Service members are required to submit all official military obligation documentation and their Intent to Reenroll to the VA Certifying Official.

Upon completion of service, service members must provide documentation to establish that:

- The service member has not exceeded the cumulative five-year limit on absences from the institution; and
- The service member eligibility for readmission has not been terminated

Documents that may be used for this purpose include:

- DD-214 Certificate of Release or Discharge from Active Duty (preferred)
- Copy of duty orders prepared by the facility where the orders were fulfilled carrying an endorsement indicating completion of the described service.
- Letter from the commanding officer of a Personnel Support Activity or someone of comparable authority
- Certificate of completion from military training school
- Discharge certificate showing character of service
- Copy of extracts from payroll documents showing periods of service
- Letter from National Disaster Medical System Medical System (NDMS) Team Leader or Administrative Officer verifying Dates and Times of NDMS training or Federal activation.

IV. Tuition and Fees

Upon readmission to the same program, service members are charged tuition and fees from the last academic year they attended (*applies to the first academic year*), unless veterans' education benefits, as defined in section 480(c) of the Higher Education Act (HEA), or other service member education benefits will cover additional costs. Subsequent academic years cannot be charged higher tuition and fees than those charged to other service members in the same program.

V. Readmission Requirements:

Returning service members will need to complete a new application if not returning within two years of their last date of attendance at CEI. Returning service members are eligible to enroll in the next scheduled classes of their original academic program, unless they request a later reenrollment date or agree to switch programs due to unusual circumstances. If their previous program no longer exists, CEI will place them in the most comparable program, unless they opt for a different program.

Returning service members will resume their prior enrollment status (unless the service member requests or agrees to admission at a different enrollment status), completed credit hours (unless the service member is readmitted to a different program to which the completed credit hours are not transferable), and academic standing (e.g., with the same satisfactory academic progress status) as when they last attended.

If CEI determines a service member is not prepared to resume with the same academic status or cannot complete the program, efforts will be made to assist the service member at no additional cost to the service member.

Example: If a service member is looking to be readmitted into the Registered Nursing Program, the head of the department and the Dean of Service member Affairs will determine what courses will be needed to prepare the service member for readmission into their program.

If these efforts do not work or causes undue burden on the institution, CEI reserves the right not to readmit the service member to that program or may require them to submit a new professional application to that program.

Under federal regulations, service members receiving a dishonorable or bad conduct discharge from the Armed Forces (including National Guard and Reserves) are ineligible for readmission under this policy. However, they may still seek readmission without the benefits outlined.

VI. Definitions

Active Duty: Full-time duty in the active military service of the United States. Active duty includes full-time training duty, annual training duty, and attendance, while in

the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Active duty does not include full-time National Guard duty. As defined by the Federal Service member Aid regulations.

Armed Forces: the U.S. Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard.

Prompt Readmissions: Readmission to the next available class or term after the service member notifies the school of their intent to return, unless the service member asks for a later date.

Uniformed and Military Services: This includes the Armed Forces, National Guard, and Reserves. Service can be voluntary or involuntary, active duty, training, or full-time National Guard Duty for more than 30 consecutive days. This does not include National Guard service under state authority.