

## 6.2 ENROLLMENTS, TRANSFERS, AND SEPARATIONS

### REQUIREMENTS

#### *R6. Re-enrollments*

Centers must effect reinstatements or re-establishments of students according to the following:

- a. Reinstatement shall be used to expedite the return to active participation of a student who was separated for medical reasons with reinstatement rights or Administrative Separation with Reinstatement Rights (ASWR). Reinstatement is a resumption of the previous enrollment, not a new enrollment. Reinstatement is effective the date the student physically reports back to the center. To qualify for reinstatement under MSWR, the student must:

1. Return within 180 days from separation date.
2. Provide documentation showing resolution of the medical condition (including medical, mental health, alcohol, or drug abuse conditions) and ability to participate in the program.

To qualify for reinstatement under ASWR, the student must:

1. Return within 12 months from separation date, if the separation reason was temporary or anticipated long-term closure of the center or a call to active military duty (with appropriate military documentation) or as a result of missing eligibility documentation for expedited enrollment students.
  2. Submit a written request for reinstatement within 45 days after the center notifies the student that it has been selected to resume on-center operation and instruction, if the separation reason was that the student was unable to participate effectively in distance learning during Job Corps virtual operating status.
  3. Submit a written request for immediate reinstatement to begin distance learning, if the circumstances preventing the student's effective participation in distance learning and subsequent separation under ASWR have changed such that the student is able to effectively participate in distance learning (with appropriate documentation for verification of the change in circumstances) and the center has not yet resumed on-center operation and instruction.
  4. Submit a written request for immediate reinstatement and upload eligibility documentation via their MyJobCorps portal account.
- b. Re-establishment shall be used, with approval from the Regional Office, to return to active participation a student who:

1. Received disciplinary discharges that were overturned by the Regional Office.
2. Was separated due to arrest for a felony or misdemeanor charge and was later exonerated.
3. Was separated because of clerical error.

Re-establishment is a resumption of the previous enrollment, not a new enrollment. Re-establishment is effective the date the student physically reports back to the center and must be documented in the student's personnel file. For re-established students who were separated because of clerical errors, the student will be retroactively placed on paid leave under the Not Present for Duty – Separation in Error leave type as indicated in Exhibit 6-1. For re-established students who were separated because of disciplinary charges or due to an arrest, the student will be retroactively placed in a Not Present for Duty – Disciplinary Overturn leave type, in either paid or unpaid status, as determined by the Regional Office.