



## RETURN OF MILITARY TUITION ASSISTANCE POLICY

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**Responsible Office:** Business Office/Vice President for Finance and Administration

**Approved/Last Revised Date:** 12/10/2019

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### Policy Statement:

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the new Department of Defense policy, Mount Marty College will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military service branch. Instances when a service member stops attending due to a military service obligation, the college will work with the affected service member to identify solutions that will not result in a student account liability for the returned portion.

The return of unearned TA funds to the government will adhere to the following schedule:

**16-week course withdraw submitted:**

- Before or during weeks 1-2 = 100% return
- During weeks 3-4 = 75% return
- During weeks 5-8 = 50% return
- During weeks 9 = 40% return (60% of course is completed)
- During weeks 10-16 = 0% return

**8-week course withdraw submitted:**

- Before or during week 1 = 100% return
- During week 2 = 75% return
- During weeks 3-4 = 50% return
- During week 5 = 40% return (60% of course is completed)
- During weeks 6-8 = 0% return

Return of funds will be prorated accordingly for those outside of standard terms.