

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT: Reimbursement of Tuition Assistance Funds to Military Affiliates****EFFECTIVE DATE: April 8, 2024****Purpose**

The purpose of this policy is to establish the guidelines of Southwest Tennessee Community College (“Southwest” or “the College”) for the return of any unearned tuition assistance funds on a proportional basis through at least the 60 percent portion of a period for which the funds were provided.

**Policy****I. General Provisions**

Military Tuition Assistance (TA) is a United States Department of Defense (DoD) program. TA funds are awarded and applied to tuition and fees as outlined by DoD policies and guidelines.

TA is awarded to a student under the assumption that the student will attend school for the entire period for which 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 DoD policies and the DoD Memorandum of Understanding Return Policy for Military Tuition Assistance, Southwest will return all unearned TA funds on a proportional basis through at least 60% portion of the period for which the funds were provided. This aligns with the return of unearned student aid rules applicable to Federal Student Aid as required by the Department of Education Title IV of the Higher Education Act of 1965.

**Return of TA Funds**

- Returned TA funds are not the same as a refund.
- Returned TA funds will be returned directly to the military department (government), not to the military affiliate.
- The return of TA funds applies to the TA portion only.
- Any refund to the student calculations occurs subsequent to calculating the return to the government.
- TA funds are approved on a course-by-course basis and each course is subject to the period for which the funds were provided.

## II. Withdrawal

A student is considered withdrawn at the point Southwest considers the student to have dropped or withdrawn as documented as the official withdrawal date by the Registrar's Office. The DoD requires the return of unearned TA funds regardless of the reason for dropping or withdrawing, whether military service-related or otherwise.

Once the official withdrawal date has been determined, the College will recalculate a student's TA eligibility based on the following formula:

$$\frac{\text{Number of days completed (divided by)}}{\text{Total days of the course, start to end date (equals)}} = \text{Percent of TA earned}$$

The schedules below are provided as a guide. TA refunds may vary because of factors affecting the parts of term. For courses that have durations differing from those listed below, unearned TA funds will be returned on a prorated basis, depending on the length of the course. To calculate the amount of TA to be returned, the College will determine the date the withdrawal was submitted, then divide that by the number of days in the term to determine the percentage of TA earned by a student. For example:

A student enrolled in a course with a 30 day duration. The withdrawal was submitted on the 14<sup>th</sup> day. The calculation is (14 divided by 30 equals 46.6%. 47% of the TA authorized was earned by the student, which means 53% of what was authorized will be returned to the government).

### **Schedule for the Return of Unearned TA Funds: (15 Week Course Withdrawal)**

- Before classes begin: 100%
- During weeks 1 and 2: 75%
- During weeks 3 and 4: 25%
- During weeks 5 through 9: 5% (60% completion points)
- During weeks 10 through 15: 0% / No Return

### **Schedule for the Return of Unearned TA Funds: (14 Week Course Withdrawal)**

- Before classes begin: 100%
- During weeks 1 and 2: 75%
- During week 3: 25%
- During weeks 4 through 8: 5% (60% completion points)
- During weeks 9 through 14: 0% / No Return

### **Schedule for the Return of Unearned TA Funds: (10 Week Course Withdrawal)**

- Before classes begin: 100%
- During weeks 1 and 2: 75%
- During week 3: 25%
- During week 4 through 6: 5% (60% completion points)
- During weeks 7 through 10: 0% / No Return

**Schedule for the Return of Unearned TA Funds: (8 Week Course Withdrawal)**

- Before classes begin: 100%
- During week 1: 75%
- During week 2: 25%
- During weeks 3 through 5: 5% (60% completion points)
- During weeks 6 through 8: 0% / No Return

**Schedule for the Return of Unearned TA Funds: (7 Week Course Withdrawal)**

- Before classes begin: 100%
- During week 1: 75%
- During week 2: 25%
- During weeks 3 and 4: 5% (60% completion points)
- During weeks 5 and 7: 0% / No Return

**Schedule for the Return of Unearned TA Funds: (5 Week Course Withdrawal)**

- Before classes begin: 100%
- During week 1: 75%
- During week 2: 25%
- During week 3: 5% (60% completion points)
- During weeks 4 and 5: 0% / No Return

**Schedule for the Return of Unearned TA Funds: (4 Week Course Withdrawal)**

- Before classes begin: 100%
- During week 1: 75%
- During week 2: 25%
- During week 3: 5% (60% completion points)
- During week 4: 0% / No Return

**Schedule for the Return of Unearned TA Funds: (Winter terms and Maymester Course Withdrawal)**

- Before classes begin: 100%
- Days 1 through 3: 75%
- Days 4 and 5: 25%
- Day 6: 5% (60% completion points)
- Remaining days: 0% / No Return

**Responsible**

Source of Policy: TBR

Administrator: VP of Student Affairs

Related Policy: \_\_\_\_\_

TBR Policy Reference: 2.03.01.04

Date: April 8, 2024