



**Title:** Unearned Military Tuition Assistance

**Description:** Military Tuition Assistance (TA) is awarded to a service member under the assumption that the service member will attend school for the entire period for which the assistance is awarded.

**Category:** Student Financial Services

**Applies to:** Student Financial Services

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**Purpose:** If a service member withdraws on or before the 60 percent portion of the term, the service member will no longer be eligible for the full amount of Military TA funds originally awarded. To comply with the policy of the Department of Defense, the institution will return any unearned Military TA funds on a proportional basis through at least the 60 percent portion of the term for which they were provided. Any unearned Military TA funds will be returned directly to the military service, not to the service member. The calculation of the return may result in the service member owing a balance to the University. If a service member withdraws after the 60 percent portion of the term, all Military TA will be considered earned.

### **SCHEDULE FOR RETURNING UNEARNED TA**

Note: The educational institution's week of instruction is counted as 7 days

#### ***16 – week course withdrawal:***

Before or during week 1:	100% return
During week 2:	90% return
During week 3:	80% return
During week 4:	70% return
During week 5:	60% return
During week 6:	50% return
During week 7:	40% return
During week 8:	30% return
During week 9:	20% return
During week 10:	10% return (60% completed)
During weeks 11 – 16:	0% return

#### ***7 & 8 week course withdrawal:***

Before or during week 1:	100% return
During week 2:	80% return
During week 3:	60% return
During week 4:	40% return
During week 5:	20% return (60% completed)
During weeks 6 - 8:	0% return