



College of The Albemarle Procedure

Procedure Number: 6.1.4.1

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Title: Return of Military Tuition Assistance Funds

Related Policy: 6.1.4 Tuition and Fee Refunds

Division of Responsibility: Business and Administrative Services

I. Purpose and Scope

Active duty personnel serving in the Armed Forces may be eligible for Tuition Assistance ("TA") administered through the U.S. Department of Defense. TA is awarded to a student based on the assumption that the student will attend 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 the TA funds originally awarded.

II. Recoupment and Return of Funds

To comply with the U.S. Department of Defense policy and the College's Memorandum of Understanding (MOU), the College will return any unearned TA funds on a proportional basis through at least the sixty percent (60%) portion of the period for which the funds were provided.

- A. **60% Rule:** After sixty percent (60%) of the course is completed, no TA funds will be returned.
- B. **Recipient:** Funds will be returned directly to the applicable military service branch, not to the service member.
- C. **Military Service Obligation:** If a service member stops attending due to a military service obligation (e.g., deployment or emergency orders), the College will work with the affected service member to identify solutions that will not result in a student debt for the returned portion.

III. Calculation of Unearned TA

TA eligibility will be recalculated for students who withdraw prior to completing sixty percent (60%) of the term. The official last date of attendance, as determined by the College's attendance records, is used to determine the number of days completed.

- A. **Recalculation Formula:** Number of days completed / Total days of the course (start to end dates) = Percent of TA earned.
- B. **Return Schedule:** 100% of TA is returned if withdrawal occurs before the first day of class or through the "Census Date" (10% point) of the term.
 1. Unearned TA is returned on a daily prorated basis between the Census Date and the 60% completion point.
- C. **Timeline:** All unearned TA funds will be returned to the government within forty-five (45) days of the determination of the withdrawal.

Legal Reference: Department of Defense Instruction 1322.25 – Voluntary Education Programs; Applicable Service Branch Tuition Assistance Policies; College Memorandum of Understanding with Department of Defense



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Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision