



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

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. To comply with the U.S. Department of Defense policy, the College will return any unearned TA funds on a proportional basis up to sixty percent (60%) of the period for which the funds were provided. Funds will be returned to the military service, not to the service member. If 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 debt for the returned portion.

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. Recalculation of eligibility is based on the percentage of TA benefits earned using the following formula:

Number of days completed/Total days of the course (start to end dates) = Percent of TA earned.

TA funds will be returned to the government within forty-five (45) days of determination of the withdrawal.

Legal Reference: Department of Defense Instruction 1322.25 – Voluntary Education Programs; College Memorandum of Understanding with Department of Defense

June 13, 2023

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N/A

Date Approved by President’s Leadership Team

Date of Last Review

Date of Last Revision