Title: **DOD-Return of Unearned Tuition Assistance (TA)**

- ❑ Initial Action: 7/28/17
- ❑ Board Resolution: 17-031
  - ▪ Last Revised:
  - ▪ Policy
  - ❑ Procedure
- ❑ Last Reviewed: 12/14/2022
- ❑ Effective: 12/14/2022
- ❑ Next Review: 12/14/2025
- ❑ Responsibility: Finance

I. POLICY:

In accordance with Change 3, DoDI 1322.25: **"All institutions will have an institutional policy that returns any unearned TA funds on a proportional basis through at least the 60 percent 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."**

II. PROCEDURE

- 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.

- TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. If a service member stops attending due to a military service obligation, Cecil College will work with the affected service member to assure the student does not incur a debt for the returned portion of funding.

- When a student officially withdraws from a course, the date of withdrawal will be used as the last date of attendance. If the student stops attending without officially withdrawing, Cecil College will determine the last date of attendance based on information from faculty.

To determine the completion percentage, Cecil College will perform the following calculation on a per course basis, per last date of attendance: **Number of days completed divided by number of days the course runs = percent earned.** Cecil College will calculate the return of **unearned** TA funds based on the following formula:

- **Withdraw prior to start of class/semester**   **100% Return of Funds**
- **Withdraw or stop attending prior to 20% point**   **50%   Return of Funds**
- **Withdraw or stop attending prior to 40% point**   **25%   Return of Funds**
- **Withdraw or stop attending prior to 60% point**   **10%   Return of Funds**