

**CATEGORY:** FINANCE

**SUBJECT:** Return of Unearned Military Tuition Assistance Funds

**Purpose:** To comply with U.S. Department of defense policy regarding returning unearned tuition assistance funds.

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. When a student withdraws, they may no longer be eligible for the full amount of TA funds originally awarded. To comply with the U.S. Department of Defense policy, MCHP will return to the government any unearned TA funds on a prorated basis through the 60% portion of the enrolled course for which the funds had been provided.

Fees will be refunded based on the College Add/Drop, Withdrawal, and Refund Policy.

Institution's Schedule for Return of Unearned TA:

8 week course: Withdrawal submitted

Before or during Week 1	100% return
During Week 2	75% return
During week 3-4	50% return
During week 5	40% return
Weeks 6-8	0% return (60% of course completed)

12 week course: Withdrawal submitted

Before or during Week 1-2	100% return
During Week 3-4	75% return
During week 5-6	50% return
During week 7	40% return
Weeks 8-12	0% return (60% of course completed)

16-Week Course: Withdrawal submitted

Before or during Week 1-2	100% return
During Weeks 3-4	75% return
During weeks 5-8	50% return
During Weeks 9-10	40% return
Weeks 11-16	0% return (60% of course completed)

Approved: \_\_\_\_\_

Monika Bissell, DBA  
President

**DATE:** June 5, 2019

**Amended:**