

## RETURN OF UNEARNED MILITARY TUITION ASSISTANCE (TA)

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, the student may no longer be eligible for the full amount of TA funds originally approved.

In accordance with Department of Defense (DOD) Change 3, DoDI 1322.25 (July 07, 2014) (Appendix to Enclosure 3, 4. f. (2) (d) (page 42)), Pacific Union College will return any unearned funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period with unearned funds returned to the appropriate military service branch based on when a student stops attending.

Since PUC is not required to take attendance beyond the first day, a student's withdrawal date for the TA return calculation will be:

- 1) The date the student provided notification, orally or in writing, to the Admissions & Records Office that he or she intends to withdraw, or
- 2) The date posted by the instructor indicates the student's last date of attendance in the course.

Pacific Union College will recalculate TA eligibility based on the following formula:

$$\frac{\text{Number of Calendar Days Completed in the Course}}{\text{Number of Calendar Days in the Course}} \text{ Total} = \text{Percent Earned}$$

The course start and end date will be used for each course to determine eligibility. Using the formula above, NVC will determine the amount of TA awarded that must be returned when a student does not complete at least 60% of each course. Unearned TA funds will be returned to the appropriate military service branch, not the student, within 60 days from the date the Records Office becomes aware of the withdrawal.

The return of unearned TA funds could result in a balance due on the student account. Therefore, if a student stops attending due to a military service obligation, PUC will work with the student to identify solutions that will not result in student debt for the returned portion.