

ACCT-0006 Military Tuition Assistance Refund Policy

	Policy identification number: ACCT-006
	File: Business & Finance Policies > Accounting Service Policies
	Military Tuition Assistance Refunds
	Policy Summary
<p>This policy sets forth the refund of unearned military tuition assistance funds.</p>	

Policy Owner	Approval Date	Effective Date
Vice President, Finance & Administration	December 1, 2019	December 1, 2019

Search Terms	Scheduled for Review
military tuition assistance refunds, vpfa, m	Spring 2024

I. Policy Statement

In accordance with the Department of Defense Voluntary Education Partnership Memorandum of Understanding, this policy sets forth the stipulations by which the institution will adhere to return any unearned tuition assistance (TA) funds on a proportional basis through the 60% mark of an academic course. TA funds are earned proportionally during an enrolled period with the unearned funds returned to the military branch from which the funds were provided, if the student’s last day of attendance is on or before the 60% attendance date.

One hundred percent of the tuition assistance will have been earned by the institution should the student’s last date of attendance pass the 60% completion mark. Calculation of these dates includes weekends during the course period, but not scheduled breaks of five consecutive days or more (Fall Break, Spring Break, etc.). A student’s official withdrawal date is determined when a student requests to be dropped from a course or no longer meets the attendance requirements to remain eligible to TA funding. The Last Date of Attendance is provided by the course instructor when a student officially withdraws from the class or receives a “F” grade for the class.

Any unearned TA funds will be returned directly to the military service, not to the service member. Fort Lewis College will work with service members that stop attending due to a military service obligation in identifying solutions that will not result in a student debt for the returned portion. Military tuition assistance is awarded based upon students completing the entire term for which the assistance was awarded. When a student withdraws, the student may no longer be eligible for the full amount.

Tuition Assistance eligibility will be recalculated for students who officially withdraw from the course prior to completing 60% of the enrollment period. The official last date of attendance is used to determine the number of days completed. Recalculation of eligibility is based on the percentage of TA benefits earned using the following chart:

Date of Withdrawal	Percent returned to the Department of Defense	Amount Owed by Student
1 st day of term through census	100%	0%
Day after census through the end of Week 6 of the term	40%	60%
Weeks 7 - 10	25%	75%
Week 11 Forward	No refund	100%

The Department of Defense requires that the College return any unearned TA applied to institutional charges. The student will then owe the College the amount that was returned.

Example: If a student withdraws after completing 9.00-34.99% of the enrollment period, FLC would adjust the amount billed to the Military Tuition Assistance Program to 25% of the tuition charge for the semester.

II. Reason for Policy

To comply with Department of Defense regulations

III. Responsibilities

For following the policy: Accounting Office

For enforcement of the policy: Vice President, Finance and Administration

For oversight of the policy: Vice President, Finance and Administration

For notification of policy: Policy Librarian

For procedures implementing the policy: Accounting Office

