


**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 6.3.2

Title: Return of Unearned Tuition Assistance (TA) Funds policy	
Originated By: Carmela Jacobs, Vice President of Operations	
Signature 	Date
Reviewed:	
Signature	Date
Approved:	Revised:

Policy Statement: Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend the course for an entire period for which the assistance is awarded. This policy is designed to outline the process of returning unearned TA per the Guideline.

Rationale: When a student withdraws from a course, the student may no longer be eligible for the full amount of TA funds originally awarded. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student ceases attendance. To comply with the Department of Defense policy, Manhattan Area Technical College will return any unearned TA funds to the issuing entity on a prorated basis through at least the 60% portion of the period for which the funds were provided. Service members withdrawing from the College due to a military service obligation will work with the Business Office to identify solutions that will not result in a student debt for the unearned portion, as mentioned in the Department of Defense policy.

Policy: In accordance with Change 3, DoDI 1322.25 (July 07, 2014) (Appendix to Enclosure 3, 4. F. (2) (d) (page 42)), "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." And in those instances when a Service member stops attending due to military service obligation, **the educational institution will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.** Return any TA funds directly to the Military Service, not the Service member.

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Return of Unearned Tuition Assistance (TA) Funds Guideline:

8-week Course

Withdraw Date	Earned	Unearned	To Return:
Before or during week 1	0%	100%	100%
During week 2	25%	75%	75%
During weeks 3-4	50%	50%	50%
During week 5	60%	40%	40%
During weeks 6-8	100%	0%	0%

15-week course

Withdraw Date	Earned	Unearned	To Return:
Before or during week 1	0%	100%	100%
During week 2	13%	87%	87%
During weeks 3	20%	80%	80%
During weeks 4	27%	73%	73%
During weeks 5	33%	67%	67%
During weeks 6	40%	60%	60%
During week 7	47%	53%	53%
During week 8	53%	47%	47%
During week 9	60%	40%	40%
During week 10	100%	0%	0%

**courses less than 8 weeks will be calculated on a manual basis.*