

Part 1. Policy Statement:

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 awarded. To comply with the Department of Defense (DOD) policy, RCTC will return any unearned TA 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 based upon when a student stops attending.

In instances when a Service member stops attending due to a military service obligation, RCTC will work with the affected service member to identify solutions that will not result in a student debt for the returned portion in compliance with the DOD policy.

Part 2. Rational or Purpose:

This policy serves to fully inform students receiving military tuition assistance (TA) of the required actions the College must take to comply with the DOD Memorandum of Understanding Return Policy for Military Tuition Assistance (TA) funds rules and align with the return of unearned student aid rules applicable to the Federal Student Aid as required under section 484B of the Department of Education Title IV of the Higher Education Act of 1965.

Part 3. Scope:

This policy applies to all students receiving Military Tuition Assistance (TA) for the Army, Navy, Air Force and Marines.

Part 4. Definitions:

Military Tuition Assistance (TA) is a benefit paid to eligible members of the Army, Navy, Marines, Air Force and Coast Guard. Congress has given each service the ability to pay up to 100% for the tuition expenses of its member. Each service has its own criteria for eligibility, obligated service, application processes and restrictions. This money is usually paid directly to the institution by the individual services. This policy only applies to this type of educational benefit. The TA program is a benefit that is available only while the student is in the service. This policy does not apply to Veterans or Veterans benefits.

Part 5. Procedures:

To remain in compliance with the Department of Defense's policy, RCTC will return any unearned TA funds through at least 60% of the semester on a prorated basis. The amount of unearned TA that is returned is based on the date of withdrawal from the course.

After 60% of the semester has passed, TA will not be evaluated for a return to the DOD.

As an institution, the DOD will be billed after 60% of the semester has passed to reduce the amount of incorrect TA funds being disbursed by the DOD to Rochester Community and Technical College. We will only bill for the amount the student earned given their enrollment.

Schedule for returning unearned TA: Bold type identifies the 60% complete point

5-Week Course: withdrawal submitted

Day 1 – 7	100% return
Day 8	77% return
Day 9	74% return
Day 10	71% return
Day 11	69% return
Day 12	66% return
Day 13	63% return
Day 14	60% return
Day 15	57% return
Day 16	54% return
Day 17	51% return
Day 18	49% return
Day 19	46% return
Day 20	43% return
Day 21	40% return (60% of course is completed)
Day 22	0% return

Note: The educational institution's week of instruction is counted as 7 days

8-Week Course: withdrawal submitted

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

16-Week Course: withdrawal submitted

Before or during weeks 1 – 2	100% return
During weeks 3 – 4	75% return
During weeks 9 – 10	40% return (60% of course is completed)
During weeks 11 – 16	0% return

For courses that have durations differing from those listed above:

Unearned TA funds will be returned on a prorated basis, depending on the length of the course. To determine the amount of TA that needs to be returned, the institution will determine the date the withdrawal was submitted, and then divide that by the number of days in the term to determine the percentage of TA that was earned by the student.

Example: The student enrolled in a course that's duration is 30 days. The withdrawal was submitted on the 14th day. The institution would perform the calculation to determine how much TA was earned by the student's attendance: (14 divided by 30 equals 46.6%. 47% of the TA authorized was earned by the student, which means 53% of what was authorized will be returned to the DOD).

Date of Implementation: Immediately

Date of Adoption: 9/26/18