

## Southwestern Oregon Community College Return of Military Tuition Assistance Policy



Southwestern Oregon Community College has an institutional policy that returns any unearned Military Tuition Assistance (TA) funds on a proportional basis through the 60 percent of the period for which the funds were provided. Military 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, Southwestern Oregon Community College will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.

### Policy for Military Tuition Assistance Recipients:

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 Military TA funds that the student was originally scheduled to receive.

### Withdrawals:

A student's **official** withdrawal date is determined by using the last date of attendance that is documented by the instructor.

In the event that a student fails to earn a passing grade in at least one class, s/he will be evaluated at the end of the enrollment period to determine if s/he withdrew **unofficially** (stopped attending classes) by using the last date of attendance that is reported by the instructors when grades are submitted.

Southwestern does not allow students to take a Leave of Absence during an enrollment period.

Southwestern recalculates Military TA eligibility for students who fail to attend or drop out (officially or unofficially), or are dismissed prior to completing greater than 60% of the enrollment period. The enrollment period is computed from the first day of classes to the last day of classes for the term.

Recalculation is based on the percent of aid earned using the following formula:

$$\frac{\text{Number of days completed}}{\text{Total days in the Enrollment Period}} = \text{percent earned}$$

*The date used in the calculation is defined as the last date of attendance.* The College must return any unearned Military TA that was applied to institutional charges. The student then owes the College the amount returned to the proper branch of the military. The student may also be required to return/repay some portion of the Military TA received as a refund by the student. For example, if a student was enrolled for 30% of the quarter, then the student is entitled to only 30% of the Military TA received; thus 70% of the aid must be returned.

**Example of Unearned Tuition Assistance Schedule:**

Southwestern offers a full tuition and fee refund up to the 10<sup>th</sup> day of the term.

| Day             | Earned    | Unearned |
|-----------------|-----------|----------|
| Day 1           | 100%      | 0%       |
| Day 2           | 100%      | 0%       |
| Day 3           | 100%      | 0%       |
| Day 4           | 100%      | 0%       |
| Day 5           | 100%      | 0%       |
| Day 6           | 100%      | 0%       |
| Day 7           | 100%      | 0%       |
| Day 8           | 100%      | 0%       |
| Day 9           | 100%      | 0%       |
| Day 10          | 100%      | 0%       |
| Day 11          | 15%       | 85%      |
| Day 12          | 17%       | 83%      |
| Day 13          | 18%       | 82%      |
| Day 14          | 19%       | 81%      |
| Day 15          | 21%       | 79%      |
| Day 16          | 22%       | 78%      |
| Day 17          | 23%       | 77%      |
| Day 18          | 25%       | 75%      |
| Day 19          | 26%       | 74%      |
| Day 20          | 27%       | 73%      |
| Day 21          | 29%       | 71%      |
| Day 22          | 30%       | 70%      |
| Day 23          | 31%       | 69%      |
| Day 24          | 33%       | 67%      |
| Day 25          | 34%       | 66%      |
| Day 26          | 36%       | 64%      |
| Day 27          | 37%       | 63%      |
| Day 28          | 38%       | 62%      |
| Day 29          | 40%       | 60%      |
| Day 30          | 41%       | 59%      |
| Day 31          | 42%       | 58%      |
| Day 32          | 44%       | 56%      |
| Day 33          | 45%       | 55%      |
| Day 34          | 46%       | 54%      |
| Day 35          | 48%       | 52%      |
| Day 36          | 49%       | 51%      |
| Day 37          | 50%       | 50%      |
| Day 38          | 52%       | 48%      |
| Day 39          | 53%       | 47%      |
| Day 40          | 54%       | 46%      |
| Day 41          | 56%       | 44%      |
| Day 42          | 57%       | 43%      |
| Day 43          | 59%       | 41%      |
| Day 44          | 60%       | 40%      |
| Days 45 thru 74 | No refund |          |