



MILITARY TUITION ASSISTANCE (TA) REFUND POLICY AND SCHEDULE

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, Central Baptist College 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, Central Baptist College 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.

Rational or Purpose:

This policy serves to fully inform students receiving military tuition assistance of the required actions the College must take to comply with the DOD Memorandum of Understanding Return Policy for Military Tuition Assistance 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.

Scope:

This policy applies only to students receiving Military Tuition Assistance. This tuition assistance is a benefit that is available only while the student is in the service. This policy does not apply to Veterans or Veterans benefits.

Procedures:

To remain in compliance with the Department of Defense's policy, Central Baptist College 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.

Central Baptist College will bill the DOD after 60% of the semester has passed to reduce the amount of incorrect TA funds being disbursed by the DOD. Central Baptist College will bill for the amount the student earned given their enrollment.

Schedule for returning unearned TA:

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

5-Week Course: withdrawal submitted

Before or day of 1 st class	100% return
After 1 st class, before 2 nd class	50% return
After 2 nd class, before 3 rd class	0% return (60% of course is completed)
After 3 rd class, before 4 th class	0% return
After 4 th class, before 5 th class	0% return

16-Week Course: withdrawal submitted

Before or during weeks 1 – 2	75% return
During weeks 3 – 4	50% return
During weeks 5 – 10	0% 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).