



POLICY No. BAA-G05

**DEPARTMENTAL POLICY AND PROCEDURE**

**TITLE:** Return of Unearned Military Tuition Assistance (TA)

**EFFECTIVE DATE:** October 9, 2019

**CANCELLATION:** None

**DIVISION:** BUSINESS AND ADMINISTRATIVE AFFAIRS (BAA)

**CATEGORY:** Student Payables (G)

**RESPONSIBLE DEPARTMENT:** Controller's Office

**PROCEDURES & SPECIFIC INFORMATION**

**1. Purpose**

To publish and fully inform students receiving military tuition assistance (TA) of the required actions the Delgado Community College must take to comply with the Department of Defense (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.

**2. Applicability**

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

**3. Policy Statement**

- A. 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.
- B. To comply with the Department of Defense (DOD) policy, Delgado Community 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.

- C. In instances when a Service member stops attending due to a military service obligation, Delgado 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. It is the student's responsibility to notify the College's Registrar's Office in writing regarding an intended Military Withdrawal and to complete the Registrar's Office required procedures in accordance with the [Louisiana Board of Regents Uniformed Service Mobilization Policy](#).

#### 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.

#### 5. Student Fee Responsibility

- A. To remain in compliance with the Department of Defense's (DOD's) policy, Delgado 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.
- B. After 60% of the semester has passed, TA will not be evaluated for a return to the DOD.
- C. The 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 to Delgado Community College. Delgado will only bill for the amount the student earned given their enrollment.
- D. In any instance where unearned TA funds are deemed unearned, the College will return the funds based on the schedule below.

##### 8-Week Course: withdrawal submitted

Day 1 – 7	100% return
Day 8 - 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

Day 1 – 14	100% return
Day 15 – Week 4	75% return
Week 5 – Week 8	50% return
During weeks 9 – 10	40% return (60% of course is completed)
During weeks 11 – 16	0% return

- E. 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, Delgado 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 the Spring Semester which began on January 19 and ended on May 16 which included 117 days. The withdrawal was submitted on March 11 and the student completed 51 days. Delgado would perform the calculation to determine how much TA was earned by the student's attendance: (51 divided by 117 equals 43.59%. 44% of the TA authorized was earned by the student, which means 56% of what was authorized will be returned to the DOD).*

<i>Semester</i>	<i>Start Date</i>	<i>End Date</i>	<i>#Days</i>
Term Period	1/19/YR	5/16/YR	117 Days
Enrollment Period	1/19/YR	3/11/YR	51 Days

*Earned Portion = 43.59%*  
*Unearned Portion = 56.41%*

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*Review Process:*

Ad Hoc Committee on Unearned Military Tuition Assistance Policy 10/9/19  
Assistant Vice Chancellor/Controller 10/9/19

*Approved:*

Interim Vice Chancellor for Business and Administrative Affairs 10/9/19