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**Procedure Title:** Return of Unearned Military Tuition Assistance  
**Procedure Number:** 07-2018-0001  
**Board Policy Reference:** I.B. Educational Opportunities

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**Accountable Administrator:** Vice President, Student Affairs  
**Position responsible for updating:** Director, Student Financial Assistance  
**Original Date:** September 10, 2018  
**Date Approved by Cabinet:** September 10, 2018  
**Authorizing Signature:** *Original signature on file*  
**Date Posted on Web:** 9-10-18  
**Revised:** **Reviewed:**

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**Purpose/Principle:**

Blue Mountain Community College is committed to supporting our Military Service members. In order to accept funds from the Tuition Assistance (TA) program, BMCC has signed the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU). To comply with the DoD MOU, BMCC follows the Return of Unearned Military Tuition Assistance administrative procedure.

When a student withdraws (official) or ceases attendance (unofficial), the student may no longer be eligible for the full amount of TA funds originally awarded. BMCC will return any unearned TA funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided regardless of the reason for the official or unofficial withdrawal (military service-related or otherwise) . If a service member stops attending due to a military service obligation, BMCC will work with the service member to identify solutions that will not result in a student debt for the returned portion.

**Definitions**

**Withdrawal Date:** A student's official withdrawal date is determined by using the last date of attendance that is documented and submitted to the Registrar's Office.

**Earned Tuition Assistance:** the amount of earned Tuition Assistance is calculated on a daily basis from the first day of classes through the date of withdrawal.

**Unearned Tuition Assistance:** any TA funds received in excess of the earned amount.

**Fully Earned Tuition Assistance:** this return policy applies to students that withdraw on or before the 60% of the point of the term. Discontinuing enrollment after the 60% date will not result in adjustment to the student's Tuition Assistance for that term.

**Procedure:**

A student's official withdrawal date is used as the last date of attendance and to calculate earned percentage of TA. Once the last day of attendance is determined, TA eligibility will be calculated using the following formula.

Example of Return of Unearned Tuition Assistance (TA) Funds

Withdraw Submitted	Earned	Unearned	To Return
Before or during week 1	0%	100%	100%
Weeks 2-3	25%	75%	75%
Weeks 4-5	50%	50%	50%
Week 6	60%	40%	40%
Weeks 7-11	100%	0%	0%

The Financial Aid and Business Operations Office is in charge of creating additional student and staff specific information to carry out this Administrative Procedure to address student repayment procedures.