

VIRGINIA WESTERN COMMUNITY COLLEGE

I – ACADEMIC & STUDENT AFFAIRS POLICIES

I-62 – Military (US Department of Defense) Tuition Assistance Refunds

Policy Number: I-62

Last Reviewed: April 19, 2018

Responsible Dept.: Dean of Student Services/Director of Financial Aid & Veterans Affairs

Active military student may receive military Tuition Assistance (TA) funds for their course enrollment(s) with VWCC. When an active military student withdraws from a course(s), the student may not be eligible to receive the full amount of TA funds. VWCC will return unearned TA funds on a proportional basis through the 60% portion of the period for which the TA funds were provided. Thus, TA funds are earned proportionally through the last day of course attendance, with unearned funds returned based upon when a student stops attending.

62.1 - RETURN OF UNEARNED TA FUNDS:

Any student may drop a course(s) without financial encumbrance within the allowable refund period (last day to drop and receive a refund). During this time, 100% of TA funds will be returned to the government.

After this time and when a military student receiving TA funds from the Department of Defense withdraws or ceases attending, VWCC will return unearned TA funds to the government on a proportional basis through the 60% portion of the period for which the TA funds were provided.

VWCC will return any unearned TA funds directly to the military service, not to the service member. The student will be notified within 30 days of the withdrawal as to the portion of the funds that need to be returned. However, when the military student stops attending for military obligation, VWCC will work toward solutions that avoid student debt for the returned portion of TA funds.

62.2 - CALCULATION TO RETURN UNEARNED TA FUNDS:

For any student using TA funds to pay for education costs at VWCC who withdraws from VWCC prior to completing 60% of the course, VWCC will return any unearned TA funds to the government according to how much of the course a student completes. The percentage of TA funds returned represents the amount of tuition paid to VWCC that must be returned to the government. VWCC calculates the return of unearned TA funds using the following formula:

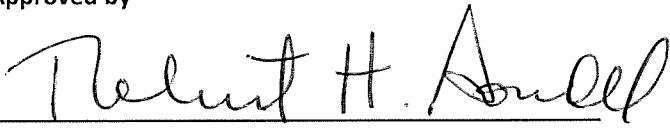
Percentage TA funds Returned	= 100% -	$\frac{\text{\#Days attended}}{\text{\#Total DaysCourse Meets}}$	x 100
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These funds must be returned to the government within 45 days of determination of the withdrawal. Date of withdrawal is the date that the student officially withdrew according to the withdrawal documentation in the VWCC Records Office or the last day of attendance reported by the instructor when the student received final grades of all Fs, or a combination of Fs and Ws, for the term.

The VWCC Financial and Administrative Services (FAS) Office will return unused TA funds to the government on behalf of the student. However, the VWCC FAS Office will then add this balance to the student's VWCC account resulting in the student then owing VWCC the amount of the returned TA funds.

In calculation of *Total Days Course Meets*, VWCC schedules the minimum number of days a course meets according to 5 days per academic calendar week. VWCC schedules courses on a semester basis. However, within the semester, classes may meet for non-standard periods. Although the typical fall or spring semester meets for a minimum of 80 days each and the summer semester meets for a minimum of 50 days, VWCC does offer limited courses that meet for different lengths of time.

Approved by



Robert H. Sandel, Ed.D.
President

4/24/18

Date

4/2018