

Military Tuition Assistance Refund Policy

Official Withdrawal

A student officially notifies the college of his or her intent to withdraw from all classes. The date of the official notice is considered the last date of attendance and will be the date used for calculating the amount of Tuition Assistance to be returned.

Unofficial Withdrawal

A student who receives all grades of "F" at the end of the semester is considered unofficially withdrawn. Instructors report the last recorded date of attendance for the student. This will be the date used for calculating the amount of Tuition Assistance to be returned to the Federal Government.

Return of Tuition Assistance

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 new Department of Defense policy, Chadron State College will return any unearned TA funds on a prorated basis through at least 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. These funds are returned to the military Service branch.

Calculation of Amount to be Returned

Number of calendar days remaining enrollment period divided by the total number of calendar days in the enrollment period equals percent that must be returned.

$$\begin{array}{ccccccc} \boxed{} & \div & \boxed{} & = & \boxed{}\% \\ \# \text{ Days Remaining} & & \# \text{ Total Days} & & \text{Percent to be returned} \end{array}$$

Next take total Tuition Assistance received times the percentage that must be returned.

$$\begin{array}{ccccccc} \boxed{} & \times & \boxed{} & = & \boxed{}\% \\ \text{Total TA \$} & & \text{Percentage to} & & \text{Amount to be returned} \\ & & \text{be returned} & & \end{array}$$

If percentage to be returned is equal to or exceeds 60%, TA is considered to be fully earned and no funds will be returned. Be advised students will be responsible for paying CSC the amount that is being returned. Monies being returned will create an outstanding balance.

Instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.