

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NO.:** III:21

**DATE:** September 2019

**REVIEW/REVISION DATES:**

**SUBJECT:** Return of Unearned Military Tuition Assistance Funds Policy

**APPROVED:** John M. Beehler, President

**PURPOSE**

To ensure Jacksonville State University (JSU) is compliant with Change 3, DoDI 1322.25 (July 07, 2014) and continues to participate in the Department of Defense Tuition Assistance Memorandum of Understanding which allows Service Members to use Tuition Assistance for JSU Degree Programs.

**POLICY**

To withdraw from JSU, students must complete the Withdrawal Form provided by the Registrar's Office. The date of the withdrawal will normally be the date the form is completed.

In accordance with Change 3, DoDI 1322.25 (July 07, 2014) (Appendix to Enclosure 3, 4. f. (2) (d) (page 42)), JSU will return any unearned Military Tuition Assistance (TA) funds on a proportional basis through at least the 60 percent 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 those instances when a Service Member stops attending due to a military service obligation, the university will work with the affected Service Member to identify solutions that will not result in a student debt for the returned portion. Any returned TA funds will be sent directly to the Military Service, not the Service Member.

If it is determined by JSU that a student has ceased to attend class(es) or stopped completing academic related activity, an unofficial withdrawal will be calculated using the last determined date of attendance or midpoint (based on date that most benefits the student). The student would owe JSU for any return of TA funds.

Unearned TA funds will be returned based upon the Return of Unearned TA Funds Schedule. This return schedule lists what percentage of unearned TA funds will be returned dependent upon the week of the term, up to the 60% completion point.

## Return Schedule

TA funds will be returned for withdrawals from all classes for Fall and Spring semesters:

- 100% by the last day to register for the semester
- 80% within one (1) week after the close of registration
- 50% within three (3) weeks after the close of registration
- 25% within five (5) to seven (7) weeks after the close of registration
- 10% within eight (8) to nine (9) weeks after the close of registration
- No refund after the 9<sup>th</sup> week of the semester.

TA funds will be returned for withdrawals from all classes for Summer semesters:

- 100% by the last day to register for each summer semester
- 80% within one (1) day after the close of registration
- 50% within two (2) days after the close of registration
- The remainder 25% and/or 10% to be returned will be determined based on the Department of Education return to Title IV dates as set each summer semester.

## **RESPONSIBILITY**

The Director of Military and Post-Traditional Student Services is responsible for this policy.

## **EVALUATION**

This policy will be reviewed every 5 years by the Director of Military and Post-Traditional Student Services.