

**Northland Community & Technical College
Standard Operating Procedure**

SOP Title: Department of Defense (DoD) Tuition Assistance (TA) Return of Funds
Division/Dept. Business Office and Financial Aid Office
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Purpose and Scope: State the intent, objectives and extent of coverage of the SOP.

To identify the procedure for return of unearned TA funds to the government.

Students who use Tuition Assistance (TA) are expected to remain enrolled in the course throughout the duration of the semester. If a student using TA withdraws from the course, the student may no longer be eligible for the full amount of the benefit that was originally authorized. To remain in compliance with the Department of Defense's policy, Northland Community and Technical College 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.

After 60% of the semester has passed, TA will not be evaluated for a return to the DoD.

As an institution, we 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 Northland Community and Technical College. We will only bill for the amount the student earned given their enrollment.

Procedural Steps & Responsibilities: Document specific, procedural, step-by-step instructions. List titles and departments responsible for specific aspects of the SOP.

Schedule for returning unearned TA to the government

Bold type identifies the 60% completion point

5- Week Course: withdrawal submitted

Day 1-7	100% return
Day 8	77% return
Day 9	74% return
Day 10	71% return
Day 11	69% return
Day 12	66% return
Day 13	63% return
Day 14	60% return
Day 15	57% return
Day 16	54% return
Day 17	51% return
Day 18	49% return
Day 19	46% return
Day 20	43% return
Day 21	40% return (60% of course is completed)
Day 22	0% return Note: The educational institution's week of instruction is counted as 7 days.

8- Week Course: withdrawal submitted

Before or during week 1	100 % return
During 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

Before or during weeks 1-2	100% return
During weeks 3-4	75% return
During weeks 5-8	50% return
During weeks 9-10	40% return (60% of course is completed)
During weeks 11-16	0% return

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, the institution 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 a course that's duration is 30 days. The withdrawal was submitted on the 14th day. The institution would perform the calculation to determine how much TA was earned by the student's attendance: (14 divided by 30 equals 46.6%. 47% of the TA authorized was earned by the student, which means 53% of what was authorized will be returned to the DoD).

Associated Documents:

Policy 2090

Notification List:

Business Office
Financial Aid Office
Registrar's Office

Revision History: