

Unearned TA Policy

Northern Virginia Community College

1. Policy

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 Department of Defense policy, MOU Paragraph 4.f.(2)(d) Northern Virginia Community College (NOVA) will return any unearned TA funds to the Department of Defense ("DOD") on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned to the DOD based upon when a student stops attending. Return of funds to the DOD may result in student debt, for which the student will be responsible.

Unearned TA funds will be returned on a prorated basis, depending on the length of the course. To determine the amount of funds that will be returned to the DOD, the institution will utilize the tables reflected in the "Procedures" section below.

In instances when a service member stops attending due to a military service obligation, SCTC will work with the affected service member to identify solutions that will not result in student debt for the returned portion in compliance with the DOD policy.

2. Purpose

This policy serves to fully inform students receiving military tuition assistance (TA) of the required actions the NOVA must take to comply with the DOD Memorandum of Understanding Return Policy for Military Tuition Assistance (TA) funds rules and align with the return of unearned student aid rules applicable to the Federal Student Aid as required under section 484B of the Department of Education Title IV of the Higher Education Act of 1965.

3. Scope

This policy applies to all students receiving Military Tuition Assistance (TA) for the Army, Navy, Marines, Air Force and Coast Guard.

4. Definitions

Military Tuition Assistance (TA) is a benefit paid to eligible members of the Army, Navy, Marines, Air Force and Coast Guard. Congress has given each branch of service the ability to pay up to 100% for the tuition expenses of its member. Each branch of service has its own criteria for eligibility, obligated service, application processes and restrictions. This money is usually paid directly to the institution by the individual branch of service. This policy only applies to this type of educational benefit. The TA program is a benefit that is available only while the student is in the service. This policy does not apply to Veterans or Veterans benefits.

5. Procedures

To remain in compliance with the Department of Defense’s policy, NOVA 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.

The Unearned TA Return Schedule is as follows:

5-week course drop	
Week of Class	Return Amount:
Before or during week 1	100% return
During week 2	60% return
During week 3 (60% of course is completed)	40% return
During week 4 and 5	0% return
6-week course drop	
Week of Class	Return Amount:
Before or during week 1	100% return
During week 2	60% return
During week 3-4 (60% of course is completed)	40% return
During week 5 and 6	0% return
7-week course drop	
Week of Class	Return Amount:
Before or during week 1	100% return
During week 2-3	75% return
During week 4 (60% of course is completed)	40% return
During week 5-7	0% return
8-week course drop	
Week of Class	Return Amount:
Before or during week 1	100% return
During week 2	75% return
During week 3-4	50% return
During week 5 (60% of course is completed)	40% return
During week 6-8	0% return

10-week course drop	
Week of Class	Return Amount:
Before or during week 1	100% return
During week 2-3	75% return
During week 4-5	50% return
During week 6 (60% of course is completed)	40% return
During week 7-10	0% return
12-week course drop	
Week of Class	Return Amount:
Before or during week 1	100% return
During week 2-4	75% return
During week 5-6	50% return
During week 7 (60% of course is completed)	40% return
During week 8-12	0% return
13-week course drop	
Week of Class	Return Amount:
Before or during week 1-2	100% return
During week 3-5	75% return
During week 6-7	50% return
During week 8 (60% of course is completed)	40% return
During week 9-13	0% return
15-week course drop	
Week of Class	Return Amount:
Before or during week 1-2	100% return
During week 3-4	75% return
During week 5-7	50% return
During week 8-9 (60% of course is completed)	40% return
During week 10-15	No funds will be returned

The percent of TA funds to be returned for courses that have start dates that do not correspond to the above will be based on the actual start and end dates of the course.

6. Point of Contact

Director Military & Veterans Services

7. Approval and Revision Dates