



Revision Responsibility: Vice President for Student Affairs
Responsible Executive Officer: Vice President for Student Affairs

Source/Reference: 38 U.S.C. §3691A(b); DOD MOU Paragraph 4.f(2)(d)

PURPOSE

To establish a policy for the return of funds Tuition Assistance for Service Members on a proportional basis through at least the 60 percent portion of the period for which the funds were provided as defined by the Department of Defense Memorandum of Understanding.

DEFINITION

Tuition Assistance: The Department of Defense (DoD) Tuition Assistance (TA) program provides financial assistance to Service members for voluntary off-duty education programs in support of professional and personal self-development goals. TA is available for courses that are part of an approved academic degree or certificate program. The courses must be offered by schools that are recognized by the U.S. Department of Education and are signatories to the current DoD Voluntary Education Partnership Memorandum of Understanding (DOD MOU).

POLICY

- I. Columbia State Community College complies with the Department of Education 34 C.F.R. 668.22 regulation utilizing a Return to Title IV calculation to provide the Title IV student aid earned on a pro-rata basis during an enrollment period, with unearned funds returned based upon when a student stops attending/actively participating in the enrollment period. Columbia State applies a similar pro-rata basis determination for funds provided from the Departments of Defense and Veterans Administration.
- II. Service members, reservists, and family members who stop attending due to service obligations, will have a tuition refund returning any unearned benefits administered by the College to the source of the funds on a pro-rata basis through at least the 60 percent portion of the enrollment period for which the funds were provided. After the pro-rata basis refund, if an institutional refund policy per Tennessee Board of Regents policies results in a larger return of unearned benefits to the Departments of Defense and Veterans Administration, then the Columbia State Business Services Office will return the larger of the two refunds to the source of the funds.
- III. This institution does comply with a full refund as outlined in 20 U.S. C., 1098cc for a service member or reservist “who are affected individuals for that portion of a period of instruction such student was unable to complete, or for which such individual did not receive academic credit, because he or she was called up for active duty or active service”. A full refund for this rule includes a refund of required tuition and fees, or a credit in a comparable amount against future tuition and fees.



PROCEDURES

- I. The Business Office and Veterans Benefits Financial Aid Coordinator evaluates the entitlements paid by the Departments of Defense, the Veterans Administration, and, in some cases, the student who is called to active duty or active service. Order of refund is first to the agency and secondly the student.

- II. Columbia State Unearned TA Refund Schedule

Note: The educational institution's week of instruction is counted as 7 days.

15-week Course Withdraw submitted:

Before	Week 1	100% Return
During	Week 2	75% Return
During	Weeks 3-4	50% Return
During	Weeks 5-9	40% Return (60% completion point is Week 9)
During	Weeks 10-15	0% return

10-week Course Withdraw submitted: (total of 70 days)

Before	Day 1	100% Return
Before	Day 9	75% Return
Before	Day 17	50% Return
Before	Day 42	40% Return (60% completion point is Day 42)
During	Days 43- 70	0% Return

7-Week Course Withdraw Submitted: (Total of 49 days)

Before	Day 1	100% Return
Before	Day 7	75% Return
Before	Day 13-29	50% Return
During	Days 14-30	40% Return (60% completion point is Day 30)
During	Days 31-49	0% Return

New Policy, Approved and accepted by Cabinet and signed by President July 2024