

Return of Unearned Military Tuition Assistance (TA) Policy:

Military Tuition Assistance is awarded per course and with the assumption that the student will attend class for the entire semester for which the TA is awarded. When a student withdraws from one or more courses, the Service member may no longer be eligible for the original amount.

In accordance with the Department of Defense Voluntary Education Partnership Memorandum of Understanding, TA eligibility will be recalculated by the College when the student's last day of attendance is on or before the 60% mark of an academic course.

The amount earned by the Service member is proportional to the percentage of days in attendance. If the amount originally awarded is greater than the amount earned, the unearned funds will be returned to the applicable military branch.

The date when the student officially withdraws from the class, as recorded in the Registrar's Office, is considered the last date of attendance. For unofficial withdrawals, Kirtland will use the last date of attendance as reported by the instructor.

The percent **earned** is equal to the number of calendar days completed up to the last date of attendance, divided by the total calendar days of the course (start to end date).

The percent **unearned** is equal to 100 percent minus the percent earned. If more than 60% of the course has been completed, no funds will be returned.

The TA recipient will be responsible to repay the College for the portion that is returned. However, if a Service member stops attending due to an unanticipated military service obligation, Kirtland will work with the Service member to identify solutions that will not result in student debt for the returned portion.

Return Schedule for 16-week courses:

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
During weeks 11 – 16	0% return

The percent of TA funds to be returned for courses that are shorter or longer than 16 weeks will be calculated based on the actual start and end dates of the course.