

### **Military Tuition Assistance Schedule for Returning Unearned TA**

The Department of Defense requires that schools return any unearned TA funds on a proportional basis through at least the 60% completion portion of the course regardless of the reason for withdrawal. Any unearned funds returned, go directly to the military service and not to the service member. Any adjustments to TA funds may leave a balance. This unpaid balance is the responsibility of the student.

#### **16-week Course Withdrawal Form Submitted:**

- Withdrawal occurs during weeks 1-2 100% of TA funds returned
- During the end of weeks 3 – 4 75% of TA funds returned
- During the end of weeks 5 – 9 50% of TA funds returned
- **During the end of week 10 40% of funds returned (60% of course completed)**
- During the end of weeks 11 – 16 0% of funds returned

#### **12-week Course Withdrawal Form Submitted:**

- Withdrawal occurs during week 1 100% of TA funds returned
- During the end of weeks 2 – 4 75% of TA funds returned
- During the end of weeks 5 – 6 50% of TA funds returned
- **During the end of week 7 40% of funds returned (60% of course completed)**
- During the end of weeks 8 – 12 0% of funds returned

#### **8-week Course Withdrawal Form Submitted:**

- Before or during days 1-8 of 1<sup>st</sup> week 100% of TA funds returned
- During the end of weeks 2 – 5 50% of TA funds returned
- **During the end of week 5 40% of TA funds returned (60% of course completed)**
- During weeks 6 - 8 0% of TA funds returned

#### **6-week Course Withdrawal Form Submitted:**

- By the end of the first day of the session 100% of TA funds returned
- During weeks 1 – 2 50% of TA funds returned
- **During weeks 3 – 4 40% of TA funds returned (60% of course completed)**
- During weeks 4 – 6 0% of TA funds returned