

ADDENDUM TO GENERAL CATALOG

Page 102

Return of Unearned Military Tuition Assistance Funds

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 the Department of Defense policy, Central Alabama Community College will return any unearned Military TA funds on a proportional basis through at least the 60% portion of the term for which they were provided.

Schedule for Returning Unearned Military TA

16-Week Course Withdrawal

| Week of Class | Return Amount |
|-------------------------|---|
| Before or During Week 1 | 100% return |
| During Week 2 | 90% return |
| During Week 3 | 80% return |
| During Week 4 | 70% return |
| During Week 5 | 60% return |
| During Week 6 | 50% return |
| During Week 7 | 40% return |
| During Week 8 | 30% return |
| During Week 9 | 20% return |
| During Week 10 | 10% return (60% of course is completed) |
| During Week 11-16 | 0% return |

7 & 8-Week Course Withdrawal

| Week of Class | Return Amount |
|-------------------------|---|
| Before or During Week 1 | 100% return |
| During Week 2 | 80% return |
| During Week 3 | 60% return |
| During Week 4 | 40% return |
| During Week 5 | 20% return (60% of course is completed) |
| During Weeks 6 – 8 | 0% return |

Any unearned Military TA funds will be returned directly to the military service, not to the service member. The calculation of the return may result in the service member owing a balance to the University. If the service member withdraws due to military service obligation, the College will work with the service member to identify a solution that will not result in a student debt for the returned TA portion.

If a service member withdraws after the 60% portion of the term, all Military TA will be considered earned.