



Rowan College of South Jersey

Administrative Procedure: 8407

MILITARY TUITION ASSISTANCE FUNDS

Military Tuition Assistance (“TA”) is awarded to a student who qualifies under Department of Defense rules and regulations. A student must receive prior approval from his/her military base designated Education Services Officer, or designee, prior to enrolling in any course. Failure to secure approval from the designated Education Services Officer, or designee, may result in the student being financially responsible for any expenses incurred. It is assumed 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’s Memorandum of Understanding, Rowan College of South Jersey (“College”) will return directly to the government any unearned TA funds 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 based upon when a student stops attending.

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 returned to the government. The Department requires the return of unearned TA funds regardless of the reason for drop/withdrawal (military service-related or otherwise).

Schedule for Return of TA Funds (7 Week Course)

<i>Week</i>	<i>Return of Funds</i>	
Before or during weeks	1-2	100%
During week	3-4	50%
During week	5	40%
During weeks	6-8	0% (More than 60% of the course is completed)

Schedule for Return of TA Funds (15 Week Course)

<i>Week</i>	<i>Return of Funds</i>	
Before or during weeks	1-2	100%
During weeks	3-4	75%
During weeks	5-8	50%

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During weeks	9-10	40%
During weeks	11-16	0% (More than 60% of course is completed)

For courses that have durations differing from those listed above:

- Unearned TA funds will be returned on a prorated basis, depending on the length of the course. To determine the amount of TA that needs to be returned, the College will determine the date the withdrawal was submitted, and then divide that by the number of days in the term to determine the percentage of TA that was earned by the student.

The return of TA funds may result in a balance due on the student account. However, in instances where a Service member stops attending due to a verifiable military service obligation, the College will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

It is important to note that any **refund to the student** calculations (because of any payment the student made separate from the TA) would occur subsequent to calculating **return to the government**.

Area: Student Services
 Approved: 07/14/20, 09/14/21
 Revised: 08/19/22

President's Authorization: _____



References:

Rowan College of South Jersey Board of Trustees Policy Manual, *8407 Military Tuition Assistance Funds*

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