



TUITION ASSISTANCE REFUND POLICY

Military Tuition Assistance (TA) is awarded to a service member under the assumption that the service member will attend school for the entire period for which the assistance is awarded.

If a service member withdraws on or before the 60 percent portion of the term, the service member will no longer be eligible for the full amount of Military TA funds originally awarded.

To comply with the policy of the Department of Defense, North Georgia Technical College will return any unearned Military TA funds on a proportional basis through at least the 60 percent portion of the term for which they were provided.

SCHEDULE FOR RETURNING UNEARNED TA

Bold type identifies the 60% completion point

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

15 – week course withdrawal:

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 weeks 11 – 15:	0% return

10-week course withdrawal:

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 - 10:	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 College. 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 percent portion of the term, all Military TA will be considered earned.