

# Procedures for the Office of Student Financial Aid

## Subject Military Tuition Assistance Refund Policy (ZZ)

*Office of Student Financial Aid/Scholarships*

January 2023

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NSU returns unearned military tuition assistance funds on proportional basis through at least the 60% portion of the term for which they were provided regardless of the reason for withdrawal. Any unearned TA funds will be returned directly to the military service, not to the service member, and could possibly create a balance owed by the student. Military tuition assistance is awarded based on students completing the entire term it was awarded. When a student withdraws, they may no longer be eligible for the full amount. Tuition Assistance Eligibility will be recalculated for students who officially, or unofficially, withdraws from a course prior to completing 60% of the enrollment period. The official last date of attendance is used to determine the number of days completed.

Once the last date of attendance has been determined, NSU will recalculate your TA eligibility based on the following formula and return funds directly to the military service.

### **If the student withdraws during a fall or spring semester (16 week course):**

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 (60% of the course is completed)
During weeks 11-16	0% returned

### **If a student withdraws during 12-week course:**

Before or during week 1-2	100% return
During week 3-4	75% return
During weeks 5-6	50% return
During week 7-8	40% return (60% of the course is completed)
During weeks 9-12	0% returned

### **If a student withdraws during an eight-week course:**

Before or during week 1	100% return
During week 2	75% return
During weeks 3-4	50% return
During week 5	40% return (60% of the course is completed)
During weeks 6-8	0% returned

### **If a student withdraws during a four-week course:**

Before or during Days 1-3	100% return
Day 5	75% return
Day 6	70% return
Day 7	65% return
Day 8	60% return (60% of the course is completed)
Day 9	55% returned
Day 10	50% returned
Day 11	45% returned
Day 12	40% returned
Day 13	0% returned