

HCU's Schedule for the Return of Unearned TA Funds

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, the university 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.

Before first day of class through the second week of class: 100% return

15 Weeks in Length

Withdrawal Date	Refund Percentage
During week 3:	75% return
During week 4:	75% return
During week 5:	50% return
During week 6:	50% return
During week 7:	50% return
During week 8:	40% return
During week 9:	40% return
After the 9th week	0% return (60% of course is completed)

8 Weeks in Length:

Withdrawal Date	Refund Percentage
During week 1:	100% return
During week 2:	75% return
During week 3:	50% return
During week 4:	50% return
During week 5:	40% return
After the 5th week	0% return

HCU's Policy on the Return of Unearned TA Funds

Any student may withdraw from class(s) without financial burden within the allowable Add/Drop Period. If the military student withdraws during this time, 100% of TA funds are returned to the Government. After the allowable Add/Drop Period and when the military student who received Tuition Assistant funds from the Department of Defense withdrew or ceased attending on or before 60% of the course(s) meeting period has been completed, HCU will return unearned TA funds to the Government on a proportional basis through the 60% portion of the period for which the TA funds were provided. As required, HCU will return any unearned TA funds directly to the military service, not to the service member within 45 days of determination of the withdrawal. The service member will be notified within 30 days of the withdrawal as to the portion of the funds that need to be returned.

The calculation of the return may result in the service member owing a balance to HCU. If the service member withdraws due to military service obligation, HCU 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.

Tuition Assistance (TA) eligibility will be recalculated for students who withdraw from the term prior to completing 60% of the term. The official last date of attendance, determined by the university's attendance records, is used to determine

the number of days completed. Recalculation of eligibility is based on the percentage of TA benefits earned using the following formula:

$$\frac{\text{\# of days completed}}{\text{\# of days in term}} = \text{percent earned}$$