



University of the Incarnate Word

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## Military Tuition Assistance Refund Policy

Active military students may receive military Tuition Assistance funds (TA) for their course enrollments with University of the Incarnate Word (UIW). When an active military student withdraws from a course(s), then, the student may not be eligible to receive the full amount of TA funds. University of the Incarnate Word will return unearned TA funds on a proportional basis through the 60% portion of the period for which the TA funds were provided. Thus, TA funds are earned proportionally through last day of course attendance, with unearned funds returned based upon when a student stops attending.

**RETURN OF UNEARNED TA FUNDS:** Any student may withdraw from class(s) without financial encumbrance within the allowable Add/Drop Period. During this time, 100% of TA funds are returned to the Government.

After this time 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, University of the Incarnate Word 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.

University of the Incarnate Word will return any unearned TA funds directly to the military service, not to the service member. Adjustments to the student's account will occur within 45 days of the withdrawal as to the portion of the funds that need to be paid directly to University of the Incarnate Word. However, when the military student stops attending for military obligation, University of the Incarnate Word will work toward solutions that avoid student debt for the returned portion of TA funds.

**CALCULATION TO RETURN UNEARNED TA FUNDS:** Any student using TA funds to pay for education costs at University of the Incarnate Word and withdraws from University of the Incarnate Word prior to completing the 60% of the course, University of the Incarnate Word will return any unearned TA funds to the Government according to how much of the course a student completes. The Percentage of TA Fund Returned represents the amount of tuition paid to UIW that must be returned to the Government. University of the Incarnate Word calculates the return of unearned Tuition Assistance funds (TA) using the following formula:

<b>% Course Completion=</b>	<b>Number of Days Completed</b>	<b>x 100</b>
	<hr/>	
	<b>Total Number of Course Days</b>	

These funds must be returned to the Government within 45 days of determination of the withdrawal. Date of withdrawal is the date that the student officially withdrew according to the withdrawal documentation.

The University of the Incarnate Word Business Office will return unearned TA funds to the Government on behalf of the student. However, the Business Office will then add this balance to the student's University of the Incarnate Word account resulting in the student then owing University of the Incarnate Word the amount of the returned TA funds. However, when the military student stops attending for military obligation, University of the Incarnate Word will work toward solutions that avoid student debt for the returned portion of TA funds.

See table for Return of Unearned TA funds calculations.

EXAMPLE: A student is enrolled in an 8 week course meeting 54 total days, but, withdraws on Day 11 of the class. University of the Incarnate Word is required to return a portion of TA funds awarded, because the student withdrew before the class had met 60% of the term (or class Day 33). In this scenario, University of the Incarnate Word returns 30% of the TA funds awarded to the Government, since the student only attended 20% of the class meeting time.

In the above example, had the student withdrawn on Day 34 of the term, then, University of the Incarnate Word would not return any funds to the Government, because the student withdrew after the class met 60% of the term (or after Day 33).

**Return of Unearned TA Funds  
Percent Returned Prior to 60% Course Completion**

Table shows Percentage of TA Funds Returned according to Day of Withdrawal and Meeting Days of Course								
Weeks	Days	Days Completed	8 Weeks EAP % Completion	8 Weeks EAP % Refund	16 Weeks % Completion	16 Weeks % Refund		
1	Monday	1	1.852	100%	0.893	100%		
	Tuesday	2	3.704		1.786			
	Wednesday	3	5.556		2.679			
	Thursday	4	7.407		3.571			
	Friday	5	9.259		4.464			
2	Saturday	6	11.111		30%		5.357	30%
	Sunday	7	12.963				6.250	
	Monday	8	14.815				7.143	
	Tuesday	9	16.667				8.036	
	Wednesday	10	18.519				8.929	
	Thursday	11	20.370				9.821	
3	Friday	12	22.222				0%	
	Saturday	13	24.074	11.607				
	Sunday	14	25.926	12.500				
	Monday	15	27.778	13.393				
	Tuesday	16	29.630	14.286				
	Wednesday	17	31.481	15.179				
	Thursday	18	33.333	16.071				
4	Friday	19	35.185	0%	16.964	0%		
	Saturday	20	37.037		17.857			
	Sunday	21	38.889		18.750			
	Monday	22	40.741		19.643			
	Tuesday	23	42.593		20.536			
	Wednesday	24	44.444		21.429			
	Thursday	25	46.296		22.321			
5	Friday	26	48.148		0%		23.214	0%
	Saturday	27	50.000				24.107	
	Sunday	28	51.852				25.000	
	Monday	29	53.704				25.893	
	Tuesday	30	55.556				26.786	
	Wednesday	31	57.407	27.679				
	Thursday	32	59.259	28.571				
6	Friday	33	**61.111	0%		29.464	0%	
	Saturday	34				30.357		
	Sunday	35				31.250		
	Monday	36				32.143		
	Tuesday	37				33.036		
	Wednesday	38			33.929			
	Thursday	39			34.821			
6	Friday	40			35.714			

**Return of Unearned TA Funds  
Percent Returned Prior to 60% Course Completion**

Table shows Percentage of TA Funds Returned according to Day of Withdrawal and Meeting Days of Course

Weeks	Days	Days Completed	8 Weeks EAP % Completion	8 Weeks EAP % Refund	16 Weeks % Completion	16 Weeks % Refund
7	Saturday	41		0%	36.607	30%
	Sunday	42			37.500	
	Monday	43			38.393	
	Tuesday	44			39.286	
	Wednesday	45			40.179	
	Thursday	46			41.071	
	Friday	47			41.964	
8	Saturday	48			42.857	
	Sunday	49			43.750	
	Monday	50			44.643	
	Tuesday	51			45.536	
	Wednesday	52			46.429	
	Thursday	53			47.321	
	Friday	54			48.214	
9	Saturday	55		49.107		
	Sunday	56		50.000		
	Monday	57		50.893		
	Tuesday	58		51.786		
	Wednesday	59		52.679		
	Thursday	60		53.571		
	Friday	61		54.464		
10	Saturday	62		55.357		
	Sunday	63		56.250		
	Monday	64		57.143		
	Tuesday	65		58.036		
	Wednesday	66		58.929		
	Thursday	67		59.821		
	Friday	68		60.714		
11 through 16						0%

\*\* represents 60% of Course Completed

For withdrawals made after the 60% course completion day, TA funds are not returned to the government

**Return of Unearned TA Funds**  
**Percent Returned Prior to 60% Course Completion**

<b>8- Week Course Withdraw submitted</b>	
Before or during week 1	100 % return
During week 2-5	30% return (60% of course is completed)
During weeks 6-8	0% return
<b>16-week Course Withdraw submitted</b>	
Before or during weeks 1-2	100% return
During weeks 3-10	30% return (60% of course is completed)
During weeks 11-16	0% return