

In accordance with the Department of Defense Voluntary Education Partnership Memorandum of Understanding, this procedure sets forth the stipulations by which Labette Community College will adhere to return any unearned tuition assistance (TA) funds on a proportional basis through the 60% mark of an academic course. TA funds are earned proportionally during an enrolled period with the unearned funds returned to the military branch from which the funds were provided, if the student's last day of attendance is on or before the 60% attendance date.

100% of the tuition assistance will have been earned by the institution should the student's last date of attendance pass the 60% completion mark. Calculation of these dates includes weekends during the course period, but not scheduled breaks of five consecutive days or more (Thanksgiving Break, Spring Break, etc.). A student's official withdrawal date is determined when a student requests to be dropped from a course or no longer meets the attendance requirements to remain eligible to TA funding. The Last Date of Attendance (LDA) is provided by the course instructor when a student officially withdraws from the class or receives a "W" grade for the class.

The standard formula for determining the amount of TA earned by the institution is calculated on a percentage basis, as follows:

**4-week course withdrawal submitted and LDA confirmed:**

Before week 1	100% return
During week 1	75% return
During week 2	50% return
During weeks 3-4	0% return (more than 60% of course is completed)

**8-week course withdrawal submitted and LDA confirmed:**

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

**16-week course Withdraw submitted and LDA confirmed:**

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
During weeks 11-16	0% return (more than 60% of course is completed)

This calculation, if less than the 60% completion rate, determines how much TA the student has earned and for how much the military branch may be invoiced. Should there be any remaining TA funds prior to the 60% period of a course, these funds will be reimbursed directly to the military branch from which the funds were provided, not to the student.

LCC will begin the Return of TA Funds calculation process when a TA recipient withdraws from a course. In some cases, this process may result in a student owing the school for unpaid tuition and fees. Though a student may withdraw from the college at any time with an advisor, it is highly recommended that the student speaks with the Vice President of Student Affairs and with Financial Aid prior to withdrawing.

If a service member stops attending due to a military service obligation, LCC will work with the affected service member to identify solutions that will mitigate any student debt the student might have had through the Return of TA Funds process.

Questions relating to this procedure may be directed to the Vice President of Student Affairs, Student Union, 200 S 14<sup>th</sup> Street, Parsons, KS, 67357; (620) 820-1268.

Approved: 8/8/19

Revised: 1/15/25