



Military Tuition Assistance Refund Policy

Active military students may receive military Tuition Assistance funds (TA) for their course enrollments with CASC. 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. CASC 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, Carl Albert State College 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.

CASC will return any unearned TA funds directly to the military service, not to the service member. The student will be notified within 30 days of the withdrawal as to the portion of the funds that need to be returned. However, when the military student stops attending for military obligation, CASC 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 CASC and withdraws from CASC prior to completing the 60% of the course, CASC 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 CASC that must be returned to the Government. CASC calculates the return of unearned Tuition Assistance funds (TA) using the following formula:

$$\begin{array}{l} \text{\% Percentage} \\ \text{TA Funds} \\ \text{Returned} \end{array} = 100\% - \left[\frac{\text{\#Days Attended}}{\text{\#Total Days Course Meets}} \right] \times 100$$

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 in the CASC Office of Admissions or the last day of attendance reported by the instructor when student received final grades of all F's or a combination of F's and W's for the term.

The CASC 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 CASC account resulting in the student then owing CASC the amount of the returned TA funds.

In calculation of *Total Days Course Meets*, CASC schedules the minimum number of days a course meets according to 5 days per academic calendar week. Carl Albert State College schedules courses on a semester basis. However, within the semester, classes may meet at non-standard periods. Although the typical fall or spring semester meets 16 weeks for a minimum of 80 days each and the summer semester meets for a minimum of 8 weeks, CASC does offer limited courses that meet for 1 week (5 days), 2 weeks (10 days), 4 weeks (20 days), or 5 weeks (25 days).

EXAMPLE: A student is enrolled in a 16 week course meeting 80 total days, but, withdraws on Day 20 of the class. CASC 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 48). In this scenario, CASC returns 75% of the TA funds awarded to the Government, since the student only attended 25% of the class meeting time.

EXAMPLE: In the above example, had the student withdrawn on Day 50 of the class, then, CASC would not return any funds to the Government, because the student withdrew after the class met 60% of the term (or after Day 48).



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 | | | | | | |
|---|-----------------|-----------------|------------------|------------------|-------------------|---------------------|
| DAYS ATTENDED | ONE WEEK COURSE | TWO WEEK COURSE | FOUR WEEK COURSE | FIVE WEEK COURSE | EIGHT WEEK COURSE | SIXTEEN WEEK COURSE |
| Day 1 | 100% return | 100% return | 100% return | 100% return | 100% return | 100% return |
| Day 2 | 60% return | 100% return | 100% return | 100% return | 100% return | 100% return |
| Day 3 | 40% RETURN ** | 70% return | 100% return | 100% return | 100% return | 100% return |
| Day 4 | | 60% return | 80% return | 84% return | 100% return | 100% return |
| Day 5 | | 50% return | 75% return | 80% return | 100% return | 100% return |
| Day 6 | | 40% RETURN ** | 70% return | 76 % return | 85% return | 100% return |
| Day 7 | | | 65% return | 72% return | 83% return | 100% return |
| Day 8 | | | 60% return | 68% return | 80% return | 100% return |
| Day 9 | | | 55% return | 64% return | 78% return | 100% return |
| Day 10 | | | 50% return | 60% return | 75% return | 100% return |
| Day 11 | | | 45% return | 56% return | 73% return | 86% return |
| Day 12 | | | 40% RETURN ** | 52% return | 70% return | 85% return |
| Day 13 | | | | 48% return | 68% return | 84% return |
| Day 14 | | | | 44% return | 65% return | 83% return |
| Day 15 | | | | 40% RETURN ** | 63% return | 81% return |
| Day 16 | | | | | 60% return | 80% return |
| Day 17 | | | | | 58% return | 79% return |
| Day 18 | | | | | 55% return | 78% return |
| Day 19 | | | | | 53% return | 76% return |
| Day 20 | | | | | 50% return | 75% return |
| Day 21 | | | | | 48% return | 74% return |
| Day 22 | | | | | 45% return | 73% return |
| Day 23 | | | | | 43% return | 71% return |
| Day 24 | | | | | 40% RETURN ** | 70% return |
| Day 25 | | | | | | 69% return |
| Day 26 | | | | | | 68% return |
| Day 27 | | | | | | 66% return |
| Day 28 | | | | | | 65% return |
| Day 29 | | | | | | 64% return |
| Day 30 | | | | | | 63% return |
| Day 31 | | | | | | 61% return |
| Day 32 | | | | | | 60% return |
| Day 33 | | | | | | 59% return |
| Day 34 | | | | | | 58% return |
| Day 35 | | | | | | 56% return |
| Day 36 | | | | | | 55% return |
| Day 37 | | | | | | 54% return |
| Day 38 | | | | | | 53% return |
| Day 39 | | | | | | 51% return |
| Day 40 | | | | | | 50% return |
| Day 41 | | | | | | 49% return |
| Day 42 | | | | | | 48% return |
| Day 43 | | | | | | 46% return |
| Day 44 | | | | | | 45% return |
| Day 45 | | | | | | 44% return |
| Day 46 | | | | | | 43% return |
| Day 47 | | | | | | 41% return |
| Day 48 | | | | | | 40% RETURN ** |
| ** represents 60% of Course Completed (For withdrawals made after the 40% Return Day, TA funds are not returned to the government.) | | | | | | |
| #TOTAL DAYS COURSE MEETS | 5 | 10 | 20 | 25 | 40 | 80 |