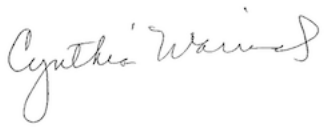


STILLMAN COLLEGE

Policy Name: Return of Unearned Tuition Assistance (TA) Funds Policy		Approved by President
College Division: Enrollment Management	Date Established: 6/11/20	
Date Revised:	Date Removed:	

Policy Statement:

When a student/service member stops attending, Stillman College will return any unearned Tuition Assistance (TA) funds received from the Department of Defense on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. The funds are being returned to the Military Department and not to the student/service member.

Procedures for Implementation:

The returned TA funds will be calculated on a proportional basis as outlined below based upon the point during the semester when the student/service member stops attending or withdraws from a course.

15 Week Fall/Spring Semester

During Week 1	During Week 2	During Weeks 3 – 6	During Weeks 7 – 8	During Week 9	During Weeks 10 - 15
100%	80%	60%	40%	20%	No Return

The 60% completion point for a typical 15-week semester is indicated in bold.

4 Week Summer I and Summer II Sessions

Days 1 - 2	Day 3	Days 4 - 9	Days 10 - 12	Day 13	Days 14 - 22
100%	80%	60%	40%	20%	No Return

The 60% completion point for a 4-week summer session is indicated in bold.

Publication of Policy and Procedure:

The Return of Unearned Tuition Assistance (TA) Funds Policy is published within the College Catalog and on the Stillman College website.