BAPTIST HEALTH COLLEGE LITTLE ROCK

STUDENT SERVICES

UNEARNED MILITARY TUITION ASSISTANCE (TA) FUNDS

Policy Number: 310	**Effective Date: September 2019**
Authorized by: Joel Hicks, EdD, RT(R)	**Edited Date: February 2024**

PURPOSE: To communicate with BHCLR students their eligibility concerning the return of unearned military tuition assistance funds.

POLICY: A student who officially withdraws or is withdrawn from Baptist Health College Little Rock will have any unearned tuition assistance funds returned as follows:

PROCESS: The refund schedule is based on the **official date of withdrawal** (voluntary or administrative) of a student. The official date of withdrawal is defined as:

> The student's date of last documented attendance at any BHCLR scheduled learning activity (classroom, skills laboratory, computer laboratory, clinical laboratory, etc.)

REFUND METHODOLOGY:

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, BHCLR will return any unearned TA funds on a prorate basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military service branch.

Instances when a Service member stops attending due to a military service obligation, BHCLR will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

The schedule for returning any unearned funds TA funds is as follows:

22 Week Course Withdraw Submitted	
Before or During weeks 1-2	100% Return
During weeks 3-4	90% Return
During weeks 5-6	80% Return
During weeks 7-8	70% Return
During weeks 9-10	60% Return
During weeks 11-12	50% Return
During week 13	**40% Return (60% of course is completed)**
During weeks 14-22	0% Return

60% of 22 weeks is 92.4 days or 13.1 weeks