

Appendix A

Tuition Assistance (TA) Refund Policy

In accordance with the Department of Defense Voluntary Education Partnership, J. Sargeant Reynolds Community College will refund to the government any Tuition Assistance (TA) funds that are not earned by students who either officially or unofficially stop attending classes in accordance with [Reynolds Policy 1-3](#), Student Attendance. The following schedule of earned and refunded monies apply:

Fall 2019			
15 Week Session			
Week	Percentage	Percentage Earned by Students	Percentage Returned to DoD (Unearned Funds)
1	7%	0%	100%
2	13%	0%	100%
3	20%	10%	90%
4	27%	20%	80%
5	33%	30%	70%
6	40%	40%	60%
7	47%	50%	50%
8	53%	60%	40%
9	60%	100%	0%
10	67%	100%	0%
11	73%	100%	0%
12	80%	100%	0%
13	87%	100%	0%
14	93%	100%	0%
15	100%	100%	0%

Procedures:

1. At the beginning of each semester, the Business Office will communicate with the Coordinator of Veterans Services those students who will receive TA funds.
2. The Coordinator of Veterans Services will review each student record to determine if the student has officially or unofficially stopped attending any classes. The Coordinator of Veterans Services will identify by student, the withdrawn classes and calculate the percent of term/semester attended as well as the percentage earned by the student, and percentage to be returned to the DoD.
3. The Coordinator of Veterans Services will communicate to the Business Office by the first business day of every month as to whether there are any TA funds to be returned. If there are TA funds to be returned, the Business Office will calculate the dollar amount to be returned to the DoD based on the detailed information provided by the Coordinator of Veterans Services.