

ADDENDUM TO THE CATALOG

Return of Unearned Military Tuition Assistance Funds

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 Department of Defense policy, Chattahoochee Valley Community College will return any unearned Military TA funds on a proportional basis through at least the 60% portion of the term for which they were provided.

Schedule for Returning Unearned Military Tuition Assistance

16 Week Complete Withdrawal

Week of Class	Return Amount
Before or During Week 1	100% return
During Week 1	90% return
During Week 2	80% return
During Week 3	70% return
During Week 4	60% return
During Week 5	50% return
During Week 6	40% return
During Week 7	30% return
During Week 8	20% return
During Week 9	10% return (60% of course is completed)
During Weeks 11-16	0% return

7 & 8 Week Complete Withdrawal

Week of Class	Return Amount
Before or During Week 1	100% return
During Week 1	80% return
During Week 2	60% return
During Week 3	40% return
During Week 4	20% return (60% of course is completed)
During Weeks 5-8	0% return

Any unearned Military TA funds will be returned directly to the military service, not to the service member. The calculation of the return may result in the service member owing a balance to the College. If the service member withdraws due to military service obligation, the College will work with the service member to identify a solution that will not result in a student debt for the returned TA portion.

If a service member withdraws after the 60% portion of the term, all Military TA will be considered earned.