

Unearned TA Policy Example #1

If a service member withdraws from any course on or before the 60% **completion date**, **Marion Military Institute** will issue a **prorated refund** to the appropriate military branch of service for the unearned TA funds received. In instance when a service member stop attending due to a documented military service obligation, **Marion Military Institute** will work with the affected service member to identify solutions that may not result in a student debt to **Marion Military Institute** for the portion of TA funds returned to the appropriate military branch of service.

Unearned TA Policy Example #2

In accordance with regulations issued by the Department of Defense, Return of Tuition Assistance is a calculation **Marion Military Institute** is required to perform to determine eligibility when a service member officially or unofficially withdraws from a course. If a service member officially or unofficially withdraws from a course and he or she did not complete at least 60 percent of the course, he or she may not be eligible for the total amount initially awarded through the Tuition Assistance. In cases where some or all the Tuition Assistance must be returned to the DoD, the service member will be responsible for all balances on his or her **Marion Military Institute** student account.

An official withdrawal is when a student drops a course through **Marion Military Institute and Army IgnitED** or an academic advisor. An unofficial withdrawal is when a student never attends or stops attending or participating in a course without prior approval from the faculty member teaching the course. For unofficial withdrawals, Marion Military Institute will use the last date of participation to determine if the service member completed at least 60 percent of the course.

If a student officially withdraws from a course, the amount of unearned TA funds is calculated from the date the student withdrew. If a student receives a grade of FN (failure for nonattendance), they have unofficially withdrawn. The amount of the unearned TA funds is calculated form the date of their participation in the course. Their TA eligibility is determined based on the following formula:

Days Completed Before Withdrawal divided by the Total Number of Days of the Course=Percent of TA Earned

If you are a service member who was sent TDY or deployed, Marion Military Institute will work with you to identify a solution that does not negatively affect your student account at Marion Military Institute. Please submit a Request for Exception form to the Student Resolution and Judicial Affairs Office. The request for exception form can be downloaded at Marion Military Institute. For more information, contact Jacqueline Wilson @ jwilson@marionmilitary.edu or 334-683-2309.

Unearned TA Policy Example #3

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 Department of Defense policy, **Marion Military Institute** returns any unearned TA funds on a prorated basis through at least 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 stop attending. These funds are returned to the appropriate military branch of service.