

Coastal Carolina Community College's Policy on the Return of Unearned TA Funds to the Federal Government

Coastal Carolina Community College's refund policy regarding withdrawal from a course follows the guidelines set forth in the College Catalog. Specifically, procedures with regard to Tuition Assistance are as follow:

1. If a student withdraws prior to the first day of the term, the College does not invoice the course to the designated Tuition Assistance processing center.
2. If a student withdraws within the first ten (10) percent of the term (mathematically determined as calendar days, based upon the start date and end date of the specified term), the College will only invoice the designated Tuition Assistance processing center for twenty-five (25) percent of the tuition charged.
3. If a student withdraws after the ten (10) percent date of the term, the College will invoice the designated Tuition Assistance processing center, and no refund is issued. Any unearned tuition assistance is collected directly from the individual service member by Base Education.
4. If a student withdraws due to military obligations (documentation required) that make it impossible to complete any courses in which s/he is enrolled, the College will reimburse the designated Tuition Assistance processing center one hundred (100) percent of the tuition.

Each designated branch of service determines policies/procedures regarding voluntary withdrawal from courses, and any resulting penalties; qualified educational representatives counsel the service member on policies specific to the relevant military order related to the use of Tuition Assistance, abiding by policies of the specified branch.

Our policy is the same as the North Carolina Community College System code 1E SBCCC 900.4 Military Refund. It states that: Upon request of the student, each college shall: (1) Grant a full refund of tuition and registration fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements; and (2) Buy Back textbooks through the college's bookstore operations to the extent allowable under the college's buy back procedures. (b) Colleges shall use distance learning technologies and other educational methodologies, to the extent possible as determined by the college, to help active duty military students, under the guidance of faculty and administrative staff, complete their course requirements. Return of Tuition Assistance: 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, any unearned tuition assistance is collected directly from the individual service member by Base Education.

Tuition Refund Policy

1. On-Cycle Course Sections:
 - a. A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the College prior to the first day of the academic period as noted on the College calendar.
 - b. A college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.
 - c. After an on-cycle course section begins, a college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the College from the course section prior to or on either of the following, as determined by local college policy and noted on the college calendar.
 - i. The 10 percent point of the academic period, or
 - ii. The 10 percent point of the course section
2. Off-Cycle Course Sections:
 - a. A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the College prior to the first day of the off-cycle course section.
 - b. A college shall provide a 100 percent refund to the student if the College cancels the course section in which the student is registered.
 - c. After an off-cycle course section begins, a college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the College from the course section prior to or on the 10 percent point of the course section.
3. Where a student, having paid the required tuition for a semester, dies during the semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.
4. For classes such as community interest and motorcycle, there are no refunds unless cancelled by the College.

Military Tuition Refund Policy

Upon request of the student, each college shall:

1. Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements; and
2. Buy back textbooks through the colleges' bookstore operations to the extent possible.

Schedule for the Return of Unearned TA Funds to the Government

Tuition Assistance (TA) funds will be applied to tuition costs only. Tuition Assistance 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. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending class. To comply with Department of Defense (DoD) policy, Coastal Carolina Community College will return any unearned TA funds on a prorated basis through the 60% portion of the period for which the funds were provided. The CCCC Business Office will return unearned TA funds to the Government on behalf of the student.

The official last date of attendance, as determined by the institution's attendance records, is used to determine the number of days completed. TA benefits will be recalculated based on the percentage of the term that was completed as shown below. Students will still be liable for the cost of their Tuition and Fees based on Coastal Carolina Community College's regular refund schedule, regardless of the amount of TA funds that must be refunded to the Department of Defense.

Schedule for Returning Unearned Military TA

The example below is based on a 16 week course. The same percentages will be applied regardless of the number of weeks of the course. The days will be adjusted accordingly.

12.5% of the course complete, Days 1-10:	100% return
25% of the course complete, Days 11-20:	75% return
50% of the course complete, Days 21-40:	50% return
60% of the course complete, Day 41- 48:	25% return
Day 49 and after:	0% return

The amount of TA earned per student is determined on a pro-rata basis of the actual percentage used, with the unused percentage being used to determine how much is refunded. The remaining percentage is the portion of TA that will be refunded to the DoD. In order to most efficiently follow this DoD policy, CCCC will not bill Federal Tuition Assistance for the tuition portion of charges until the 60% point of the term. *Students are responsible for paying the unearned portion of tuition assistance to CCCC before any future registration applications or transcript request can be considered.*

The above referenced schedule for returning unearned Military TA, per the Department of Defense Memorandum of Understanding and the Federal Financial Aid guidelines for calculating return of Title IV funds, is written with the understanding that the percent period of returned funds includes weekend days. The period of calculation does not include five or more consecutive days a student is not attending class due to official college closure, (example: Spring Break) and may be reassessed for weather related incidents affecting the academic calendar. The date of calculation is based upon the day in which the Military Off-Campus Sites staff member received notification and is identified as the "validation date" on the withdraw form.