

### **Return of Military 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 Department of Defense (DOD) policy, Gwinnett Technical College will return any unearned TA funds on a proportional basis through at least the 60% point of the payment period (term) for which the funds were provided.

TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon the point in the term at which a student stops attending. If a service member stops attending due to a military service obligation, Gwinnett Technical College will work with the affected service member to identify solutions that will not result in a student debt for the returned portion.

Return policies apply to students who withdraw on or before the 60% point of the term. The 60% point is indicated on the published college calendar as the last day to withdraw with a W. Discontinuing enrollment after the 60% point will not result in an adjustment to the student's Tuition Assistance for that term. All unearned funds will be returned to the respective military service branch—not to the service member—within 45 days of the date of determination of the withdrawal. The student may be responsible for repayment of any unearned funds.

### **Return of Funds:**

Gwinnett Technical College will be required to return some or all of the TA awarded to service members that did not complete at least 60% of each course. The student then owes the College the amounts that were returned to the proper branch of the military on their behalf. The student may also be required to return/repay some portion of the TA received as a refund by the student.

### **Calculation of TA Returns**

Gwinnett Technical College operates on a semester schedule which includes 16-week full term courses and 8 week mini-session courses within the full semester. Gwinnett Technical College recalculates TA eligibility for students who fail to attend, stop attending, officially withdraw, or are dismissed prior to completing 60% of the enrollment period. The enrollment period is computed from the "classes begin" date to the "last day of classes" date listed on the college calendar. Recalculation is based on the percent of aid earned using the following formula:  
$$\text{Number of Days Completed} / \text{Totals Days in Enrollment Period} = \text{Percent Earned}.$$

The schedule for returns is as follows:

*(Please note, the scale below is approximate; actual return amounts will be calculated for each student based on the date of determination of withdrawal.)*

**(Weeks in College semester) -week Full Semester**

Course withdrawal submitted:

Before courses begin or throughout the drop/add and no-show period (week 1): 100% return  
During week 2: 90-99% return  
During weeks 3-4: 80-89% return  
During weeks 4-5: 70-79% return  
During weeks 5-6: 60-69% return  
During weeks 7-8: 50-59% return  
During weeks 8-10: 40-49% return  
During weeks 10-16: 0% return (60% of course is completed)

**(Weeks in College Mini Semester)-week Mini Session**

Course withdrawal submitted:

Before courses begin or throughout the drop/add and no-show period (week 1): 100% return  
During week 2: 70-85% return  
During week 3: 60-69% return  
During week 4: 45-59% return  
During week 5: 40-45% return  
During weeks 5-8: 0% return (60% of course is completed)

Following the drop/add period, returns are calculated and scheduled based on the actual number of days attended using the formula above. The percentage amount of a student's TA that matches the percentage of actual attendance will be returned.