

Subject: Return Unearned Military Tuition Assistance Funds
REVIEWD/REVISED: 18/19 Academic Year
PURPOSE: To comply with the U.S. Department of Defense policy on returning unearned tuition assistance funds.

Military Tuition Assistance Recipients

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 U.S. Department of Defense policy, Western Kentucky University will return any unearned TA funds on a proportional basis through at least 60% portion of the period for which the funds were provided. This policy is consistent with University refund policy and includes proportional return up to 60% point of semester/session. If a service member stops attending due to a military service obligation, Western Kentucky University will work with the affected service member to identify solutions that will not result in a student debt for the returned portion. To determine official WKU refund dates and 60% completion marks please refer to the WKU Registration guide referencing applicable term at <https://www.wku.edu/registrar/>

TA RETURN POLICY

Fall and Spring Semesters

Official Withdrawal Period	Tuition Return Percentage
Before or during the first 6 days of classes	100%
Day 7 to end of week 2	50%
Through the end of the third week	25%
Week4-10 (60% completion mark)	10%
Week 11-end of term	0%

Fall 1st Bi-Term Classes

Official Withdrawal Period	Tuition Return Percentage
Through first 3 days of classes	100%
4th and 5th days of classes	50%
6th and 7th days of classes	25%
8 th day of classes to day 23 (60% completion mark)	10%
Day 24 to end of term	0%

Fall 2nd Bi-Term Classes

Official Withdrawal Period	Tuition Return Percentage
Through first 3 days of classes	100%
4th and 5th days of classes	50%
6th and 7th days of classes	25%
8 th day of classes to day 26 (60% completion mark)	10%
Day 26 to end of term	0%

Spring 1st Bi-Term Classes

Official Withdrawal Period	Tuition Return Percentage
Through first 3 days of classes	100%
4th and 5th days of classes	50%
6th and 7th days of classes	25%
8 th day of classes to day 18 (60% completion mark)	10%
Day 19 to end of term	0%

Spring 2nd Bi-Term Classes

Official Withdrawal Period	Tuition Return Percentage
Through first 3 days of classes	100%
4th and 5th days of classes	50%
6th and 7th days of classes	25%
8 th day of classes to day 27 (60% completion mark)	10%
Day 28 to end of term	0%

Fall and Spring Five-Week Classes (Sessions I, II, and III)

Official Withdrawal Period	Tuition Return Percentage
Through first 3 days of classes	100%
4th day of classes	50%
5th day of classes	25%
Day 21 (60% completion mark)	10%
Day 22 to end of term	0%

No refund after the 5th day of classes

Winter Term 3-Week Session

Official Withdrawal Period	Tuition Return Percentage
Through first 2 days of classes	100%
3rd day of classes	50%
Day 8 (60% completion mark)	10%
Day 9- end of term	0%

Summer 13-Week Session

Official Withdrawal Period	Tuition Return Percentage
Through first 5 days of classes	100%
6th through 8th day of classes	50%
9th through 12th day of classes	25%
Day 55 (60% completion mark)	10%
Day 56- end of term	0%

Summer 8-Week Session

Official Withdrawal Period	Tuition Return Percentage
Through first 3 days of classes	100%
4th and 5th day of classes	50%
6th and 7th day of classes	25%
Day 56 (60% completion mark)	10%
Day 57- end of term	0%

Summer 7-Week Session

Official Withdrawal Period	Tuition Return Percentage
Through first 3 days of classes	100%
4th and 5th day of classes	50%
6th and 7th day of classes	25%
Day 30 (60% completion mark)	10%
Day 31- end of term	0%

Summer 6-Week Session

Official Withdrawal Period	Tuition Return Percentage
Through first 3 days of classes	100%
4th day of classes	50%
Day 26 (60% completion mark)	10%

Day 27- end of term	0%
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Summer 5-Week Session

Official Withdrawal Period	Tuition Return Percentage
Through first 3 days of classes	100%
4th day of classes	50%
5th day of classes	25%
Day 21 (60% completion mark)	10%
Day 21 – end of term	0%

Summer 4-Week Session

Official Withdrawal Period	Tuition Return Percentage
Through first 3 days of classes	100%
4th day of classes	50%
Day 15 (60% completion mark)	10%
Day 16- end of term	0%

Summer 3-Week Session

Official Withdrawal Period	Tuition Return Percentage
Through first 2 days of classes	100%
3rd day of classes	50%
Day 12 (60% completion mark)	10%
Day 13- end of term	0%