



## **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, Grace School of Theology will return any unearned TA funds on a proportional basis through at least the 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 stops attending.

If a service member stops attending due to a military service obligation, and the service member notifies the school of their obligation, Grace School of Theology will work with the affected service member to identify solutions that will not result in a student debt for the returned portion.

### **Calculation:**

When a student “officially” withdraws from a course, the date of withdrawal will be used as the last date of attendance (LDA).

If a student receives a “F/A” (failure to attend) or a “WF” grade for a course, that is considered an “unofficial” withdrawal. For unofficial withdrawals, Grace School of Theology will determine the last date of attendance (LDA) by reviewing the last date of activity within a course. For online courses, Grace School of Theology will determine LDA based on the last date a student made a contribution to the class or submitted an assignment. For face to face courses, Grace School of Theology will reach out to the professor to determine the LDA.

Once LDA has been determined, Grace School of Theology will recalculate your TA eligibility based on the following formula:

$$\frac{\text{Number of days completed}}{\text{Total days of the period (start to end date)}} = \text{percent earned}$$

**Return of funds:**

Determining eligibility for TA is class specific. The start and end date will be used for each class to determine eligibility. Using the formula above, Grace School of Theology 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; possibly creating a balance on your Grace School of Theology student account.