

## What is your institution's POLICY on the return of unearned TA funds to the government?

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, Missouri State University will return any unearned TA funds on a prorated 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. These funds are returned to the military Service branch.

Missouri State University's drop policy is as follows:

*Classes may be dropped with a "W" grade from the end of the Change of Schedule period until four weeks prior to the last day of full semester classes, after which time students may not drop.*

Missouri State University does not bill the DoD until the final drop date has passed. Thus eliminating the need to return funds, for the purpose of withdrawal. If there are returned funds it would be due to an appeal and are considered extenuating circumstances

Instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

## What is your institution's SCHEDULE for returning unearned TA to the government?

### Refunds for Full Semester-Length Classes (Fall and Spring)

**Bold type identifies the 60% completion point.**

If a student drops or withdraws from a full semester-length class, the refund shall be as follows:	
On or before the fifth day of the semester	100%
Days 6 through 10 of the semester	75%
Days 11 through 20 of the semester	50%
<b>Days 21 through 40 of the semester</b>	<b>25%</b>
After the 40 <sup>th</sup> day of the semester	No refund

Note: The length of term is the number of days in that period, including the start and end date but excluding weekends and holidays when classes are not in session.

### Refunds for Block Classes (Fall and Spring)

**Bold type identifies the 60% completion point.**

If a student drops or withdraws from a block class (first block or second block), the refund shall be as follows:	
On or before the fifth day of the block	100%
Days 6 through 10 of the block	75%
Days 11 through 14 of the block	50%
<b>Days 15 through 20 of the block</b>	<b>25%</b>
After the 20 <sup>th</sup> day of the block	No refund

### Refunds for Summer Classes

**Bold type identifies the 60% completion point.**

If a student drops or withdraws from a session 1 (8 weeks) summer class, the refund shall be as follows:	
On or before the fifth day of the semester	100%
Days 6 through 10 of the semester	75%
Days 11 through 14 of the semester	50%
<b>Days 15 through 20 of the semester</b>	<b>25%</b>
After the 20 <sup>th</sup> day of the semester	No refund
If a student drops or withdraws from a session 2 or 4 (4 weeks) summer class, the refund shall be as follows:	
On or before the first day of the term	100%
Days 2 and 3 of the term	75%
Days 4 and 5 of the term	50%
<b>Days 6 through 10 of the term</b>	<b>25%</b>
After the 10 <sup>th</sup> day of the term	No refund

If a student drops or withdraws from a session 3 (5 weeks) summer class, the refund shall be as follows:	
On or before the second day of the term	100%
Day 3 of the term	75%
Days 4 through 6 of the term	50%
<b>Days 7 through 12 of the term</b>	<b>25%</b>
After the 12 <sup>th</sup> day of the term	No refund

Note: For classes that are not full semester or block classes, refunds are based on the 'length of term.' For those classes, the 'term' begins with the start date of the class and ends with the end date. The length of term is the number of days in that period, including the start and end date but excluding weekends and holidays when classes are not in session.

<https://www.missouristate.edu/registrar/academic-calendar.htm>