

Return of Military Tuition Assistance (TA) Funds Policy

May 12, 2021

Vermont Technical College (VTC) complies with the Department of Defense (DoD) Voluntary Education (VolEd) Partnership Memorandum of Understanding (MOU) regarding Tuition Assistance (TA) funds. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. If a student should withdraw or stop attending and TA funds were received by VTC, VTC will return to the government unearned TA funds on a proportional basis through the 60% portion of the period for which the funds were provided. If a student exits or is dismissed during the first seven calendar days of the semester, the student will be credited 100% of the charges for tuition, applicable fees, and room and board.

PROCEDURES

1. General Guidelines

- A. VTC charges the DoD for student TA funds once the student has earned them through attendance. TA funds are earned proportionally during an enrollment period.
- B. In the event that funds will need to be returned, VTC will process the refund to student after calculating returns to the government. Funds will be returned on a proportional basis based on VTC's Refund Policy through the 60% period of class contact time for which the funds were provided.
- C. For the purposes of the MOU requirement, the return of unearned Tuition Assistance funds is not the same as a refund. The return of any TA program funds will be returned directly to the Military Department, not to the Service member. The requirement to return unearned TA funds applies to the TA portion only.