



## **Military Tuition Assistance (TA) and TA Refund Process**

### **Military Tuition Assistance (TA) Overview:**

Tuition Assistance (TA) is a Department of Defense (DoD) program. VA does not administer TA. TA rules vary by branch of service and may differ between components within the branches depending on whether the service member is Active Duty, Reserve, or National Guard.

Each branch has its own criteria for eligibility-obligated service, application process, and restrictions. These funds are usually paid directly to the institution by the individual services. TA is not a loan; the student should view TA as money earned just like base pay.

Each student is responsible for confirming eligibility and completing the process with the specific military branch.

### **Dropping or Withdrawing from Classes:**

Each student is responsible for officially dropping any registered class, regardless of whether the student simply stops attending. Not attending classes is not an official drop or withdrawal, and not attending does not relieve the student of the possibility of financial obligation to PCC.

Full refunds are available only if classes are officially dropped on or before the census date of the registered class; because course lengths vary, census dates are specific to each individual class. After the census date applicable to the class, students using TA are subject to the Tuition Refund/Return of TA calculation below.

### **Tuition Refund/Return of TA**

TA is awarded to the student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When personal circumstances or call to duty require that service members withdraw from classes before completing at least 60% of a term, they are no longer eligible for the full amount initially awarded through TA. By federal law, TA funds are earned proportionally during the term, with unearned funds required to be returned to the military service branch based on calculation of funds *earned* prior to the student's last date of attendance and funds *unearned* after the student's last date of attendance. In instances where a service member stops attending due to a military service obligation, PCC will partner with the affected service member to identify solutions that will not result in a debt for the unearned and returned portion of TA.

The calculation performed by PCC determines the amount of unearned TA funding through the 60 percent portion of the term. Once a student attends 60 percent of the term/course, all TA received is considered fully earned. The calculation is completed for each class individually. A student who drops a class before the census date applicable to that class is neither charged for the class nor receives TA for that specific class. As a result of not completing a class, the TA earned may not cover all balances due to PCC at the time, and the student may owe both a balance due to the college and possibly to the service branch.



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### Official Withdrawal from a Class

An official withdrawal occurs when a student completes withdrawal paperwork in one of the PCC GoZone Enrollment Centers or withdraws him/herself online. When a student officially withdraws from a class, the date the withdrawal is submitted will be used as the last date of attendance in the calculation of the amount of TA earned.

Number of days completed/Total number of days of the term/class = Percent earned (fully earned above 60 percent)

### Return of Funds:

Determining eligibility for TA is course specific. The start and end dates for each class will be used to determine eligibility. Using the calculation formula above and per DoDi 1322.25, PCC will return some or all of the TA awarded to service members who did not complete at least 60 percent of each class, with the possibility of creating a balance on the PCC student account or a balance due to the military branch service. In some instances, a student could owe both PCC and the military service branch, depending on the amount of the term/class elapsed at the time of withdrawal.

100 percent of TA will be returned if the student drops the class on or before the "census date." Census is determined per class/part of term in which the class is built and equals 15 percent of the total number of days in the term/class. If a student receiving TA withdraws from a class after the 15 percent drop period has elapsed, unearned TA is calculated based on a proportional basis which may result in a balance due to PCC from the student as a consequence of funds returned to TA (and any other charges incurred by the student outside of TA dollars).

After census, students can no longer drop without penalty and must withdraw if they wish to leave the class (the student is then responsible for the full cost of the class and receives a "W" grade on the transcript. The date that the student withdraws is captured and maintained in the Banner student information system. The range within which the withdrawal date falls is used for computation of earned/unearned funds.

PCC's instructional week is 7 days. In the tables below, "Day" or "Days" refers to days attended; percentages are percent of TA unearned. The 60 percent completion point is noted in each table.

**4-Week Classes:** Days 0 to 5-100% • Day 6-80% • Day 7-77% • Day 8-73% • Day 9-70% • Day 10-67% • Day 11-63% • Day 12-60% • Day 13-57% • Day 14-53% • Day 15-50% • Day 16-47% • Day 17-43% • **Day 18-40% (Day 18=60% Completion Point)** • Days 19 to 30-0%

**5-Week Classes:** Days 0 to 5-100% • Day 6-83% • Day 7-81% • Day 8-78% • Day 9-75% • Day 10-72% • Day 11-69% • Day 12-67% • Day 13-64% • Day 14-61% • Day 15-58% • Day 16-56% • Day 17-53% • Day 18-50% • Day 19-47% • Day 20-44% • Day 21-42% • **Day 22-40% (Day 22=60% Completion Point)** • Days 23 to 36-0%



## Military Tuition Assistance (TA) and TA Refund Process

**6-Week Online Classes:** Days 0 to 6-100% • Day 7-83% • Day 8-80% • Day 9-78% • Day 10-76% • Day 11-73% • Day 12-71% • Day 13-68% • Day 14-66% • Day 15-63% • Day 16-61% • Day 17-59% • Day 18-56% • Day 19-54% • Day 20-51% • Day 21-49% • Day 22-46% • Day 23-44% • **Day 24-40% (Day 24=60% Completion Point)** • Days 25 to 41-0%

**7-Week Online Classes:** Days 0 to 7-100% • Day 8-83% • Day 9-81% • Day 10-79% • Day 11-77% • Day 12-75% • Day 13-73% • Day 14-71% • Day 15-69% • Day 16-67% • Day 17-65% • Day 18-63% • Day 19-60% • Day 20-58% • Day 21-56% • Day 22-54% • Day 23-52% • Day 24-50% • Day 25-48% • Day 26-46% • Day 27-44% • Day 28-42% • **Day 29-40% (Day 29=60% Completion Point)** • Days 30 to 48-0%

**8-Week Classes:** Days 0 to 8-100% • Day 9-84% • Day 10-82% • Day 11-80% • Day 12-78% • Day 13-76% • Day 14-75% • Day 15-73% • Day 16-71% • Day 17-69% • Day 18-67% • Day 19-65% • Day 20-64% • Day 21-62% • Day 22-60% • Day 23-58% • Day 24-56% • Day 25-55% • Day 26-53% • Day 27-51% • Day 28-49% • Day 29-47% • Day 30-45% • Day 31-44% • Day 32-42% • **Day 33-40% (Day 33=60% Completion Point)** • Days 34 to 55-0%

**8-Week Online Classes:** Days 0 to 8-100% • Day 9-84% • Day 10-82% • Day 11-80% • Day 12-78% • Day 13-76% • Day 14-75% • Day 15-73% • Day 16-71% • Day 17-69% • Day 18-67% • Day 19-65% • Day 20-64% • Day 21-62% • Day 22-60% • Day 23-58% • Day 24-56% • Day 25-55% • Day 26-53% • Day 27-51% • Day 28-49% • Day 29-47% • Day 30-45% • Day 31-44% • Day 32-42% • **Day 33-40% (Day 33=60% Completion Point)** • Days 34 to 55-0%

**10-Week Classes:** Days 0 to 10-100% • Day 11-84% • Day 12-83% • Day 13-81% • Day 14-80% • Day 15-78% • Day 16-77% • Day 17-75% • Day 18-74% • Day 19-72% • Day 20-71% • Day 21-70% • Day 22-68% • Day 23-67% • Day 24-65% • Day 25-64% • Day 26-62% • Day 27-61% • Day 28-59% • Day 29-58% • Day 30-57% • Day 31-55% • Day 32-54% • Day 33-52% • Day 34-51% • Day 35-49% • Day 36-48% • Day 37-46% • Day 38-45% • Day 39-43% • Day 40-42% • Day 41-41% • **Day 42-40% (Day 42=60% Completion Point)** • Days 43 to 69-0%

**10-Week Online Classes:** Days 0 to 10-100% • Day 11-84% • Day 12-83% • Day 13-81% • Day 14-80% • Day 15-78% • Day 16-77% • Day 17-75% • Day 18-74% • Day 19-72% • Day 20-71% • Day 21-70% • Day 22-68% • Day 23-67% • Day 24-65% • Day 25-64% • Day 26-62% • Day 27-61% • Day 28-59% • Day 29-58% • Day 30-57% • Day 31-55% • Day 32-54% • Day 33-52% • Day 34-51% • Day 35-49% • Day 36-48% • Day 37-46% • Day 38-45% • Day 39-43% • Day 40-42% • Day 41-41% • **Day 42-40% (Day 42=60% Completion Point)** • Days 43 to 69-0%

**11-Week Classes:** Days 0 to 11-100% • Day 12-84% • Day 13-83% • Day 14-81% • Day 15-80% • Day 16-79% • Day 17-77% • Day 18-76% • Day 19-75% • Day 20-73% • Day 21-72% • Day 22-71% • Day 23-69% • Day 24-68% • Day 25-67% • Day 26-65% • Day 27-64% • Day 28-63% • Day 29-61% • Day 30-60% • Day 31-59% • Day 32-57% • Day 33-56% • Day 34-55% • Day 35-53% • Day 36-52% • Day 37-51% • Day 38-49% • Day 39-48% • Day 40-47% • Day 41-45% • Day 42-44% • Day 43-43% • Day 44-41% • **Day 45-40% (Day 45=60% Completion Point)** • Days 46 to 75-0%



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**14-Week Classes:** Days 0 to 15-100% • Day 16-84% • Day 17-82% • Day 18-81% • Day 19-80% • Day 20-79% • Day 21-78% • Day 22-77% • Day 23-76% • Day 24-75% • Day 25-74% • Day 26-73% • Day 27-72% • Day 28-71% • Day 29-70% • Day 30-69% • Day 31-68% • Day 32-67% • Day 33-66% • Day 34-65% • Day 35-64% • Day 36-63% • Day 37-62% • Day 38-61% • Day 39-60% • Day 40-59% • Day 41-58% • Day 42-57% • Day 43-56% • Day 44-55% • Day 45-54% • Day 46-53% • Day 47-52% • Day 48-51% • Day 49-49% • Day 50-48% • Day 51-47% • Day 52-46% • Day 53-45% • Day 54-44% • Day 55-43% • Day 56-42% • Day 57-41% • **Day 58-40% (Day 58=60% Completion Point)** • Days 59 to 97-0%

**15-Week Online Classes:** Days 0 to 16-100% • Day 17-84% • Day 18-83% • Day 19-82% • Day 20-81% • Day 21-80% • Day 22-79% • Day 23-78% • Day 24-77% • Day 25-76% • Day 26-75% • Day 27-74% • Day 28-73% • Day 29-72% • Day 30-71% • Day 31-70% • Day 32-69% • Day 33-68% • Day 34-67% • Day 35-66% • Day 36-65% • Day 37-64% • Day 38-63% • Day 39-62% • Day 40-61% • Day 41-60% • Day 42-59% • Day 43-58% • Day 44-57% • Day 45-56% • Day 46-55% • Day 47-54% • Day 48-53% • Day 49-52% • Day 50-51% • Days 51 to 52-50% • Day 53-49% • Day 54-48% • Day 55-47% • Day 56-46% • Day 57-45% • Day 58-44% • Day 59-43% • Day 60-42% • Day 61-41% • **Day 62-40% (Day 62=60% Completion Point)** • Days 63 to 103-0%

**16-Week Classes:** Days 0 to 18-100% • Day 19-84% • Day 20-83% • Day 21-82% • Days 22 to 23-81% • Day 24-80% • Day 25-79% • Day 26-78% • Day 27-77% • Day 28-76% • Days 29 to 30-75% • Day 31-74% • Day 32-73% • Day 33-72% • Day 34-71% • Day 35-70% • Days 36 to 37-69% • Day 38-68% • Day 39-67% • Day 40-66% • Day 41-65% • Days 42 to 43-64% • Day 44-63% • Day 45-62% • Day 46-61% • Day 47-60% • Day 48-59% • Days 49 to 50-58% • Day 51-57% • Day 52-56% • Day 53-55% • Day 54-54% • Days 55 to 56-53% • Day 57-52% • Day 58-51% • Day 59-50% • Day 60-49% • Day 61-48% • Days 62 to 63-47% • Day 64-46% • Day 65-45% • Day 66-44% • Day 67-43% • Days 68 to 69-42% • Day 70-41% • **Day 71-40% (Day 71=60% Completion Point)** • Days 72 to 118-0%

**19-Week Classes:** Days 0 to 20-100% • Day 21-84% • Day 22-83% • Days 23 to 24-82% • Day 25-81% • Day 26-80% • Day 27 to 28-79% • Day 29-78% • Day 30-77% • Days 31 to 32-76% • Day 33-75% • Day 34-74% • Days 35 to 36-73% • Day 37-72% • Day 38-71% • Day 39-70% • Days 40 to 41-63% • Day 42-68% • Day 43-67% • Days 44 to 45-66% • Day 46-65% • Day 47-64% • Days 48 to 49-63% • Day 50-62% • Day 51-61% • Days 52 to 53-60% • Day 54-59% • Day 55-58% • Day 56-57% • Days 57 to 58-56% • Day 59-55% • Day 60-54% • Days 61 to 62-53% • Day 63-52% • Day 64-51% • Days 65 to 66-50% • Day 67-49% • Day 68-48% • Days 69 to 70-47% • Day 71-46% • Day 72-45% • Days 73 to 74-44% • Day 75-43% • Day 76-42% • Day 77-41% • **Day 78-40% (Day 78=60% Completion Point)** • Days 79 to 131-0%