



# FORT HAYS STATE UNIVERSITY

## **Fort Hays State University Return of Unearned Tuition Assistance Funds Policy** *(Effective Fall 2017)*

In accordance with the Department of Defense Voluntary Education Partnership Memorandum of Understanding, this policy sets forth the stipulations by which the institution will adhere to return any unearned tuition assistance (TA) funds on a proportional basis through the 60% mark of an academic course. TA funds are earned proportionally during an enrolled period with the unearned funds returned to the military branch from which the funds were provided, if the student's last day of attendance is on or before the 60% attendance date.

One hundred percent of the tuition assistance will have been earned by the institution should the student's last date of attendance pass the 60% completion mark. Calculation of these dates includes weekends during the course period, but not scheduled breaks of five consecutive days or more (Fall Break, Spring Break, etc.). A student's official withdrawal date is determined when a student requests to be dropped from a course or no longer meets the attendance requirements to remain eligible to TA funding. The Last Date of Attendance (LDA) is provided by the course instructor when a student officially withdraws from the class or receives a "U" grade for the class.

The standard formula for determining the amount of TA earned by the institution is calculated on a percentage basis, as follows:

### 8-week Course Withdraw submitted and LDA confirmed:

|                         |                                                  |
|-------------------------|--------------------------------------------------|
| Before or during week 1 | 100% return                                      |
| During week 2           | 75% return                                       |
| During weeks 3-4        | 50% return                                       |
| During week 5           | 40% return                                       |
| During weeks 6-8        | 0% return (more than 60% of course is completed) |

### 16-week Course Withdraw submitted and LDA confirmed:

|                            |                                                  |
|----------------------------|--------------------------------------------------|
| Before or during weeks 1-2 | 100% return                                      |
| During weeks 3-4           | 75% return                                       |
| During weeks 5-8           | 50% return                                       |
| During weeks 9-10          | 40% return                                       |
| During weeks 11-16         | 0% return (more than 60% of course is completed) |

This calculation, if less than the 60% completion rate, determines how much TA the student has earned and for how much the military branch may be invoiced. Should there be any remaining

TA funds prior to the 60% period of a course, these funds will be reimbursed directly to the military branch from which the funds were provided, not to the student.

FHSU will begin the Return of Tuition Assistance Funds calculation process when a tuition assistance recipient withdraws from a course. In some cases, this process may result in a student owing the school for unpaid tuition and fees. Though a student may withdraw from the university at any time through Workday, it is highly recommended that the student speak with an advisor and Student Fiscal Services prior to withdrawing.

If a service member stops attending due to a military service obligation, FHSU will work with the affected service member to identify solutions that will mitigate any student debt the student might have had through the Return of Tuition Assistance Funds process.

Questions relating to this policy may be directed to Student Fiscal Services, 317 Picken Hall, 600 Park Street, Hays, KS 67601; (785) 628-5922.