



## **RETURN OF UNEARNED TUITION ASSISTANCE (TA) FUNDS POLICY**

In compliance with the DOD MOU, 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. Any calculation performed by the institution will consider only TA program funds. Any *refund to the student* calculations will occur subsequent to calculating *the return to the government*.

For the four types of calendars used by CIU, the return of TA funds is scheduled as follows:

### **16-Week Courses – drop or withdrawal submitted:**

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 (60% of course is completed)  
during weeks 11-16 = 0% return

### **8-Week Courses – drop or withdrawal submitted:**

before or during week 1 = 100% return  
during week 2 = 75% return  
during weeks 3-4 = 50% return  
during week 5 = 40% return (60 % of course is completed)  
during weeks 6-8 = 0% return

### **6-Week Courses – drop or withdrawal submitted:**

before or during week 1 = 100% return  
during week 2 = 65% return  
during week 3 = 50% return  
during week 4 = 40% return (60% of course is completed)  
during weeks 5-6 = 0% return

### **5-Week Courses – drop or withdrawal submitted:**

before or during week 1 = 100% return  
during week 2 = 60% return  
during week 3 = 40% return (60% of course is completed)  
during weeks 4-5 = 0% return