

**Return of Unearned Federal Military Tuition Assistance (TA) Policy**

Federal Military Tuition Assistance (Army, Navy, Marines, Air Force and Coast Guard) 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 drops a class or classes, the student may no longer be eligible for the full amount of Fed TA funds originally awarded. To comply with the Department of Defense (DoD) policy, Southeast Missouri State University (Southeast) will return any unearned Fed TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. Fed TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student drops the authorized course(s).

Return of unearned Fed TA funds may result in students owing a debt to Southeast. All students are advised to consult with Student Financial Services before dropping any class that is supported by Federal Tuition Assistance. In instances when a Service member stops attending due to a military service obligation, Southeast will work with the affected service member to identify solutions that will not result in a student debt for the returned portion in compliance with the DoD policy.

**Sixteen Week Sessions (Fall and Spring semesters)**  
***60% of course is completed during 10<sup>th</sup> week***

<b><i>Course Withdraw submitted</i></b>	<b><i>Fed TA Funds Returned</i></b>
<i>Before or during week 1</i>	<b>100%</b>
<i>During week 2</i>	<b>70%</b>
<i>During week 3</i>	<b>60%</b>
<i>During week 4</i>	<b>50%</b>
<i>During weeks 5 – 9</i>	<b>20%</b>
<b><i>During week 10 (60% of course completed week 10)</i></b>	<b>10%</b>
<i>During weeks 11 – 16</i>	<b>0%</b>

**Twelve Week Session (Summer semester)**  
***60% of course is completed during 8<sup>th</sup> week***

<b><i>Course Withdraw submitted</i></b>	<b><i>Fed TA Funds Returned</i></b>
<i>Before or during week 1</i>	<b>100%</b>
<i>During week 2</i>	<b>70%</b>
<i>During week 3</i>	<b>60%</b>
<i>During week 4</i>	<b>50%</b>
<i>During weeks 5 – 7</i>	<b>20%</b>
<b><i>During week 8 (60% of course completed week 8)</i></b>	<b>10%</b>
<i>During weeks 9 – 12</i>	<b>0%</b>

**Eight Week Sessions (Fall, Spring, and Summer semesters)**

***60% of course is completed during 5<sup>th</sup> week***

<b><i>Course Withdraw submitted</i></b>	<b><i>Fed TA Funds Returned</i></b>
<i>Before or during week 1</i>	<b>100%</b>
<i>During week 2</i>	<b>70%</b>
<i>During weeks 3 - 4</i>	<b>20%</b>
<b><i>During week 5 (60% of course completed week 5)</i></b>	<b>10%</b>
<i>During weeks 6 - 8</i>	<b>0%</b>

**Six Week Sessions (Summer semester)**

***60% of course is completed during 4<sup>th</sup> week***

<b><i>Course Withdraw submitted</i></b>	<b><i>Fed TA Funds Returned</i></b>
<i>Before or during week 1</i>	<b>100%</b>
<i>During week 2</i>	<b>70%</b>
<i>During week 3</i>	<b>20%</b>
<b><i>During week 4 (60% of course completed week 4)</i></b>	<b>10%</b>
<i>During weeks 5 - 6</i>	<b>0%</b>

**Four Week Sessions (Spring and Summer semesters)**

***60% of course is completed on Day 17***

<b><i>Course Withdraw submitted</i></b>	<b><i>Fed TA Funds Returned</i></b>
<i>Day 1 - 2</i>	<b>100%</b>
<i>Day 3 - 4</i>	<b>50%</b>
<i>Day 5 - 16</i>	<b>20%</b>
<b><i>Day 17 (60% of course completed on day 17)</i></b>	<b>10%</b>
<i>Day 18 until course end</i>	<b>0%</b>

***Last Revised: 08/27/24***