



POLICY STATEMENT

NO. 7.01.00

Coordinated By: Enrollment Management

Effective: May 6, 2019

Revised:

Subject: Guidelines for Refund for Tuition Assistance for Military Personnel

I. PURPOSE

To establish a written policy providing guidelines for the refund of tuition assistance for military personnel to comply with DoD regulations.

II. DEFINITIONS

- A. Military Tuition Assistance – Funds received from any of the Armed Forces of the United States for the purpose of paying some or all of the tuition for a designated class or classes.
- B. Military Obligation – A military obligation is defined as activation for training or natural disaster, deployment, or permanent change of duty station.

III. POLICY

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. If a student withdraws, the student may not be eligible for the full amount of TA funds awarded.

In order to be in compliance with the new Department of Defense policy, LSU Shreveport will return any unearned TA funds on a proportional basis through the 60% portion of the period for which the funds were provided. Unearned funds will be returned based upon when a student withdraws from a class during an enrollment period.

The calculation is completed for each course individually. Any unearned TA funds will be returned directly to the military service, not to the service member. The calculation of the return may result in the service member owing a balance to the University. If the service member withdraws due to military service obligation, the University will work with the service member to identify a solution that will not result in a student debt for the returned TA portion.

IV. OPERATING PROCEDURES

- A. Records will run a report on all students using TA with dropped or withdrawn classes the day after census date for the semester's AP2 term and send the report to Accounting Services.
- B. Accounting Services will adjust student's TA invoice in accordance with this policy and send any refund to the military service providing the funds.

Schedule for returning Unearned Tuition Assistance

16 week course withdrawal:

Note: The educational institution's class days are considered Monday – Friday excluding holidays and breaks.

Before start or through 5 th class day:	100% return
6 th – 10 th class day:	60% return
11 th – 14 th class day:	40% return
15 th – Last day to drop/resign with a W:	15% return (60% of course is completed)
No return will be issued after this date.	

Accelerated online course withdrawal:

Note: The educational institution's class days are considered Monday – Friday including holidays and breaks.

Before start or through 3 rd class day:	100% return
4 th – 5 th class day:	60% return
6 th – 7 th class day:	40% return
8 th – Last day to drop/resign with a W:	15% return (60% of course is completed)
No return will be issued after this date.	

If a service member withdraws after the 60 percent portion of the term, all Military TA will be considered earned.


AUTHORIZED BY:



Julie Lessiter, Vice Chancellor for Strategic Initiatives

5/15/19
Date

APPROVED BY:



Lawrence Clark, Chancellor

5/15/19
Date

This policy was written, approved, and published in accordance with LSU Shreveport General Policy 1.01.01.
Policy Manual published at http://www.lsus.edu/facultystaff/policies/pdf_files/1.01.01.pdf