

Alamance Community College (ACC) Policy and Schedule for Return of Unearned Tuition Assistance Funds

Military Tuition Assistance is a U.S. Department of Defense (DOD) program. Tuition Assistance rules vary by branch of service and even vary between different units within the same branch depending on whether the unit is active, reserve, or National Guard. Tuition Assistance covered under this regulation includes assistance paid for by the MyCAA, Army, the Navy, the Air Force, the Marines, and/or the Coast Guard.

Tuition Assistance funds will be applied to tuition costs only.

Tuition Assistance 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 withdraws, the student may no longer be eligible for the full amount of T.A. funds originally awarded. T.A. funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending class. To comply with Department of Defense policy, Alamance Community College will return (or not bill M.T.A for) any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. The ACC Business Office will return unearned TA funds received to the Government on behalf of the student.

The official last date of attendance, as determined by the institution's attendance records, is used to determine the number of days completed. T.A. benefits will be calculated in the same manner as a Title IV recalculation (percentage based on days attended). Students will still be liable for the cost of their tuition and fees based on Alamance Community College's regular refund schedule, regardless of the amount of T.A. funds that must be refunded to the Department of Defense. (In instances when a Service member stops attending due to a military service obligation, ACC will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.)

The amount of TA a student earns is determined on a pro-rata basis of the actual percentage used, with the unused percentage being used to determine how much is refunded. The used percentage will be rounded to the nearest 100th. The remaining percentage is the portion of T.A. that will be refunded to the Military. In order to most efficiently follow this DOD policy, ACC will not bill Federal Tuition Assistance for the tuition portion of charges until the 60% point of the class/semester. Students are responsible for paying all fees by the published deadline for each registration period.

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The schedule for return of Unearned Tuition Assistance is as follows:

4-week Course Withdraw submitted (20 days)		
Day 1	95%	Return
Day 2	90%	Return
Day 3	85%	Return
Day 4	80%	Return
Day 5	75%	Return
Day 6	70%	Return
Day 7	65%	Return
Day 8	60%	Return
Day 9	55%	Return
Day 10	50%	Return
Day 11	45%	Return
Day 12	40%	Return
Day 13 - Day 20	0%	(60% of course is completed)

5-week Course Withdraw submitted (25 days)		
Day 1	96%	Return
Day 2	92%	Return
Day 3	88%	Return
Day 4	84%	Return
Day 5	80%	Return
Day 6	76%	Return
Day 7	72%	Return
Day 8	68%	Return
Day 9	64%	Return
Day 10	60%	Return
Day 11	56%	Return
Day 12	52%	Return
Day 13	48%	Return
Day 14	44%	Return
Day 15	40%	Return
Day 16 – Day 25	0%	(60% of course is completed)

**Alamance Community College (ACC)
Policy and Schedule for Return of Unearned Tuition Assistance Funds**

8-week Course Withdraw submitted (40 days)		
Day 1	98%	Return
Day 2	95%	Return
Day 3	93%	Return
Day 4	90%	Return
Day 5	88%	Return
Day 6	85%	Return
Day 7	83%	Return
Day 8	80%	Return
Day 9	78%	Return
Day 10	75%	Return
Day 11	73%	Return
Day 12	70%	Return
Day 13	68%	Return
Day 14	65%	Return
Day 15	63%	Return
Day 16	60%	Return
Day 17	58%	Return
Day 18	55%	Return
Day 19	53%	Return
Day 20	50%	Return
Day 21	48%	Return
Day 22	45%	Return
Day 23	43%	Return
Day 24	40%	Return
Day 25-Day 40	0%	(60% of course is completed)

10-week Course Withdraw Submitted (50 days)		
Day 1	98.00%	Return
Day 2	96.00%	Return
Day 3	94.00%	Return
Day 4	92.00%	Return
Day 5	90.00%	Return
Day 6	88.00%	Return
Day 7	86.00%	Return

Alamance Community College (ACC)
Policy and Schedule for Return of Unearned Tuition Assistance Funds

Day 8	84.00%	Return
Day 9	82.00%	Return
Day 10	80.00%	Return
Day 11	78.00%	Return
Day 12	76.00%	Return
Day 13	74.00%	Return
Day 14	72.00%	Return
Day 15	70.00%	Return
Day 16	68.00%	Return
Day 17	66.00%	Return
Day 18	64.00%	Return
Day 19	62.00%	Return
Day 20	60.00%	Return
Day 21	58.00%	Return
Day 22	56.00%	Return
Day 23	54.00%	Return
Day 24	52.00%	Return
Day 25	50.00%	Return
Day 26	48.00%	Return
Day 27	46.00%	Return
Day 28	44.00%	Return
Day 29	42.00%	Return
Day 30	40.00%	Return
Day 31	0%	(60% of course is completed)

12-week Course Withdraw submitted (60 days)		
Day 1	98%	Return
Day 2	97%	Return
Day 3	95%	Return
Day 4	93%	Return
Day 5	92%	Return
Day 6	90%	Return
Day 7	88%	Return
Day 8	87%	Return
Day 9	85%	Return
Day 10	83%	Return
Day 11	82%	Return
Day 12	80%	Return

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Day 13	78%	Return
Day 14	77%	Return
Day 15	75%	Return
Day 16	73%	Return
Day 17	72%	Return
Day 18	70%	Return
Day 19	68%	Return
Day 20	67%	Return
Day 21	65%	Return
Day 22	63%	Return
Day 23	62%	Return
Day 24	60%	Return
Day 25	58%	Return
Day 26	57%	Return
Day 27	55%	Return
Day 28	53%	Return
Day 29	52%	Return
Day 30	50%	Return
Day 31	48%	Return
Day 32	47%	Return
Day 33	45%	Return
Day 34	43%	Return
Day 35	42%	Return
Day 36	40%	Return
Day 37 - Day 60	0%	(60% of course is completed)

16-week Course Withdraw submitted (80 days)		
Day 1	99%	Return
Day 2	98%	Return
Day 3	96%	Return
Day 4	95%	Return
Day 5	94%	Return
Day 6	93%	Return
Day 7	91%	Return
Day 8	90%	Return
Day 9	89%	Return
Day 10	88%	Return
Day 11	86%	Return

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Day 12	85%	Return
Day 13	84%	Return
Day 14	83%	Return
Day 15	81%	Return
Day 16	80%	Return
Day 17	79%	Return
Day 18	78%	Return
Day 19	76%	Return
Day 20	75%	Return
Day 21	74%	Return
Day 22	73%	Return
Day 23	71%	Return
Day 24	70%	Return
Day 25	69%	Return
Day 26	68%	Return
Day 27	66%	Return
Day 28	65%	Return
Day 29	64%	Return
Day 30	63%	Return
Day 31	61%	Return
Day 32	60%	Return
Day 33	59%	Return
Day 34	58%	Return
Day 35	56%	Return
Day 36	55%	Return
Day 37	54%	Return
Day 38	53%	Return
Day 39	51%	Return
Day 40	50%	Return
Day 41	49%	Return
Day 42	48%	Return
Day 43	46%	Return
Day 44	45%	Return
Day 45	44%	Return
Day 46	43%	Return
Day 47	41%	Return
Day 48	40%	Return
Day 49 - Day 80	0%	(60% of course is completed)

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751 Hours Basic Law Enforcement & Training (BLET)		
1 - 157 hours	75%	Return
158 - 314 hours	50%	Return
315 - 378 hours	25%	Return
379 - 751 hours	0%	Return

**Online, Hybrid and blended classes will follow the same schedule as above based on length of class.
ACC uses a 5-day week calendar.**