

Unearned Tuition Assistance Refund Policy

Date of Current Revision: 6/13/2022

Primary Responsible Officer: Vice President for Business & CFO



Policy Number:	STU_003_V1.0	Effective Date:	6/13/22
Policy Title:	Unearned Tuition Assistance Refund Policy	Revised Date(s):	6/13/22 6/28/21 (Draft Original) 2/17/2022
Policy Type:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Academic <input checked="" type="checkbox"/> Student <input type="checkbox"/> Other: _____	Contact:	Deborah Gibbs Business Office

Policy Statement

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. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with Department of Defense (DoD) policy, Campbell University will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

Instances when a Service member stops attending due to documented military service obligations, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion to the extent practicable.

Purpose:	In accordance with Change 4, DoDI 1322.25 (April 02, 2021) (Appendix to Enclosure 3, 4. f. (2) (d) (page 42)), "All institutions will have an institutional policy that returns any unearned TA funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending."
Procedure:	<p>Students covered under this policy are responsible for complying with deadlines and guidance provided by the University and the Department of Defense.</p> <p>The applicable Campbell University home campus will certify tuition and fees in a timely manner and maintain communication with the Business Office to support bill clearance and payment deadline requirements.</p> <p>The Bursar's Office will monitor accounts and utilize information provided by the tuition assistance programs to ensure student accounts covered under this policy are handled in accordance with this policy.</p>

Scope:	This policy applies to all Campbell University students entitled to tuition assistance benefits as governed by the Department of Defense.
Exclusions:	

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Enforcement:	Any University faculty, staff, or student found to have violated this policy or University honor code may be subject to disciplinary action.
Publication:	This policy is available for review on the Bursar's Office website.
Duration:	Indefinitely
Review Period:	This policy will be reviewed annually in conjunction with the DoD MoU yearly updates.
Definitions:	DoD: Department of Defense MoU: Memorandum of Understanding University: The term "University" means Campbell University

SACSCOC:	Standard 13.3 Financial Responsibility
Accreditation:	Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
Related Forms, Policies, or Tools:	Department of Defense Memorandum of Understanding. Student Institutional Charges Refund Policy

To determine approval level, please consult your respective Vice President.

Reviewed By:	Deborah Gibbs	Title:	University Bursar	Date:	2/18/2022
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