

Treatment of Military Tuition Assistance When a Student Withdraws

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 the new Department of Defense policy, the CIA will return any unearned TA funds on a prorated basis through at least 60% 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. In instances when a service member stops attending due to a military service obligation, the CIA will work with the affected service member to identify solutions that will not result in student debt for the returned portion.

The CIA's schedule for returning unearned TA funds is as follows:

15-Week Course Withdraw Submitted

Before or during week 1	100% return
During week 2	87% return
During week 3	80% return
During week 4	74% return
During week 5	67% return
During week 6	60% return
During week 7	54% return
During week 8	47% return
During week 9	40% (60% of course is completed)
During weeks 10-15	0% return

12-Week Course Withdraw Submitted

Before or during week 1	100% return
During week 2	84% return
During week 3	80% return
During week 4	67% return
During week 5	59% return
During week 6	50% return
During week 7	42% return
During week 8	40% (60% of course is completed)
During weeks 9-12	0% return

10-Week Course Withdraw Submitted

Before or during week 1	100% return
During week 2	80% return
During week 3	70% return
During week 4	60% return
During week 5	50% return
During week 6	40% (60% of course is completed)
During weeks 7-10	0% return

7-Week Course Withdraw Submitted

Before or during week 1 100% return
During week 2 72% return
During week 3 58% return
During week 4 43% return
During week 5 40% (60% of course is completed)
During weeks 6-10 0% return

6-Week Course Withdraw Submitted

Before or during week 1 100% return
During week 2 66% return
During week 3 50% return
During week 4 40% (60% of course is completed)
During weeks 5-6 0% return

5-Week Course Withdraw Submitted

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

3-Week Course Withdraw Submitted

Before or during week 1 100% return
During week 2 40% (60% of course is completed)
During week 3 0% return