Return of Unearned Military Tuition Assistance Funds 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 the Department of Defense policy, NNMC will return any unearned TA funds on a prorate 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.

In instances when a Service member stops attending due to a military service obligation, Northern will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

Calculating Earned TA Funds

Calculating the amount of earned and unearned TA funds is performed on a course-by course basis and each course is subject to the period for which the funds were provided, typically denoted by the start and end dates of the course. The 60% portion reflects the point at which NNMC considers the course to be 60% complete. The amount of earned TA funds is calculated on a daily basis beginning the first day of classes. The process uses calendar days rather than business days. Earned TA is determined by taking the number of days attended before withdrawing divided by the total number of days in the term. For students who withdraw or cease attending after the 60% point-in-time, there are no unearned funds.

Determination of Withdrawal Date

The withdrawal date used in the return calculation of a student’s TA is the actual date indicated on the official “withdrawal from last class” form. If a student stops attending classes without notifying NNMC, (unofficial withdrawal) the withdrawal date will be the last date of academic activity determined by NNMC.

Example of a Return of TA Funds Calculation

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| STEP 1 | Military Tuition Assistance (TA) | $595 |
| STEP 2 | Determine number of days in the term (start date to end date) | 117 days |
| STEP 3 | Number of days enrolled/attended prior to date of withdrawal or non-attendance | 36 days |
| STEP 4 | Percentage of TA funds earned from August 22 to September 26 (date of withdrawal) = 36 days/117 days in term = 30.8% | 30.8%  (If 60% or higher stop here. No funds are required to be returned) |
|  | If calculation above was less than 60% proceed to step 3. If 60% or above then stop here. | |
| STEP 5 | Total amount of TA funds earned:  $595 x .308 = $183.26 | $183.26 |
| STEP 6 | Total amount of unearned TA funds to be returned:  $595 – $183.26 | $411.74 |

In the example above, the amount of $411.74 must be returned to the Military Department from which the TA funds were originated and paid on behalf of the student.

Northern’s refund policy is applicable to the return of TA funds in instances where 100% refund applies. For example, for a 16 week course NNMC’s refund policy allows a 100% refund if the student withdraws within the first two weeks. Conversely, if a student is enrolled in an 8 week course the refund policy allows a 100% refund if the student withdraws within the first week of the course. Therefore a 100% return of TA funds would apply.