

## Mountain Empire Community College Publication Change Form

Please fill in and print this page to request changes to MECC's publications. This process provides for MECC's publications on the college's web site to be maintained with up-to-date information, unlike the printed copies that are updated once a year. ✓ Catalog Student Handbook Other Change Applies to: Type of Change: Update Deletion ✓ Addendum Does the change need to be applied to the website? ✓ Yes No If yes, which web page(s) requires the change? Catalog Addendum Current Page Number: \_\_\_\_\_\_-or- Proposed Page Number: \_\_\_\_\_ Effective Date: 9/11/19 Brief Description of Change: Please add this policy on page 30 of the catalog AFTER 'Tuition and Fees Refunds' and BEFORE 'Refunds, Credits, Reinstatement as a Result of Military Service'. Person Submitting Change: Vice President of Academic Affairs and Workforce Solutions: Kristy Hall Name (print) Kristy Hall Digitally signed by Kristy Hall Date: 2019.09.13 13:14:20 -04'00' Signature

Send this form and attachments to the office of the Vice President of Academic Affairs and Workforce Solutions.

## Military (US Department of Defense) Tuition Assistance Refunds

Active military students may receive military Tuition Assistance (TA) funds for their course enrollment(s) with MECC. When an active military student withdraws from a course(s), the student may not be eligible to receive the full amount of TA funds. MECC will return unearned TA funds on a proportional basis through the 60% portion of the period for which the TA funds were provided. Thus, TA funds are earned proportionally through the last day of course attendance, with unearned funds returned based upon when a student stops attending.

<u>Return of Unearned TA Funds</u>: Any student may drop a course(s) without financial encumbrance within the allowable refund period (last day to drop and receive a refund). During this time, 100% of TA funds will be returned to the government.

After this time and when a military student receiving TA funds from the Department of Defense withdraws or ceases attending, MECC will return unearned TA funds to the government on a proportional basis through the 60% portion of the period for which the TA funds were provided.

MECC will return any unearned TA funds directly to the military service, not to the service member. The student will be notified within 30 days of the withdrawal as to the portion of the funds that need to be returned. However, when the military student stops attending for military obligation, MECC will work toward solutions that avoid student debt for the returned portion of the TA funds.

<u>Calculation to Return Unearned TA Funds</u>: For any student using TA funds to pay for education costs at MECC who withdraws from MECC prior to completing 60% of the course, MECC will return any unearned TA funds to the government according to how much of the course a student completes. The percentage of TA funds returned represents the amount of tuition paid to MECC that must be returned to the government. MECC calculates the return of unearned TA funds using the following formula:

Percentage TA Funds	= 100% -	# Days Attended	X 100
Returned		# Total Days Course	
		Meets	

These funds must be returned to the government within 45 days of determination of the withdrawal. Date of withdrawal is the date that the student officially withdrew according to the withdrawal documentation in the MECC Records office or the last day of attendance reported by the instructor when the student received final grades of all Fs, or a combination of Fs and Ws, for the term.

The MECC Business Office will return unused TA funds to the government on behalf of the student. However, the MECC Business Office will then add this balance to the student's MECC account resulting in the student then owing MECC the amount of the returned TA funds.

In calculation of *Total Days Course Meets*, MECC schedules the minimum number of days a course meets according to 5 days per academic calendar week. MECC schedules courses on a semester basis. However, within the semester, classes may meet for non-standard periods. Although the typical fall or

spring semester meets for a minimum of 80 days each and the summer semester meets for a minimum of 50 days, MECC does offer limited courses that meet for different lengths of time.

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nded	Term to Retur	to Return		Days	3	% of TA to		Days	Days in	% of TA to		Days	Days in	s in  % of TA to	
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Day 15	80	81%		Day 11	50 0	780/		Day &	40	80%		Day 6	25	76%	
Day 16	80	80%		Day 12	50	76%		Day 9	40	78%		Day 7	25	72%	
Day 17	80	79%		Day 13	50	74%		Day 10	40	75%		Day 8	25	68%	
Day 18	80	78%		Day 14	50	72%		Day 11	6 6	73%		Day 9	25	64%	
Day 19	80	76%		Day 15	20 0	70%		Day 12	40	70%		Day 10	25	60%	
Day 20	80	75%		Day 16	50	68%		Day 13	40	68%		Day 11	25	56%	
Day 21	80	74%		Day 17	20 02	2620		Day 14	40	65%		Day 12	25	52%	
Day 22	80	73%		Day 18	50	64%		Day 16	40	63%		Day 13	25	48%	
Day 23	80	71%		Day 19	50	62%		Day 17	\$ 6	60%		Day 14	25	44%	
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Day 25	80	69%		Day 21	50	58%		Day 19	3 6	55%		Day 16	25	0%	
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Day 49	80	0%													