

**ADDENDUM TO 2024-2025 COLLEGE CATALOG AND STUDENT HANDBOOK  
(JEFFERSON STATE COMMUNITY COLLEGE)**

**RE: Return of Unearned Tuition Assistance Funds**

This addendum is a revision to the Military Tuition Assistance Program (TA) – General Information section of the catalog on pages. The listing below is effective August 16, 2024, and is in addition to the Military Tuition Assistance (TA) – General Information section currently listed in the catalog.

**RETURN OF UNEARNED MILITARY TUITION ASSISTANCE FUNDS**

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 awarded at the start of the semester in question. To comply with the Department of Defense policy, Jefferson State Community College will return any unearned Military TA funds on a proportional basis through at least the 60% portion of the term for which they were provided.

The Department of Defense memorandum (DoD Mou) of understanding return policy for Veteran Tuition Assistance funds rules aligns with the return of unearned student aid rules applicable to Federal student aid as required under section 484B of the Department of Education Title IV of the Higher Education Act of 1965.

**Schedule for Returning Unearned Tuition  
Assistance (TA)**

***16-Week Course Withdrawal***

<b>Week of Class</b>	<b>Return Amount</b>
Before or During Week 1	100% return
During Week 2	90% return
During Week 3	80% return
During Week 4	70% return
During Week 5	60% return
During Week 6	50% return
During Week 7	40% return
During Week 8	30% return
During Week 9	20% return
During Week 10	10% return (60% of course is completed)
During Weeks 11-16	0% return

### ***8-Week Course Withdrawal***

<b>Week of Class</b>	<b>Return Amount</b>
Before or During Week 1	100% return
During Week 2	80% return
During Week 3	60% return
During Week 4	40% return
During Week 5	20% return (60% of course is completed)
During Weeks 6-8	0% return

### ***5-Week Course Withdrawal***

<b>Days of Class</b>	<b>Return Amount</b>
1-7 Days	100% return
8 Days	77% return
9 Days	74% return
10 Days	71% return
11 Days	69% return
12 Days	66% return
13 Days	63% return
14 Days	60% return
15 Days	57% return
16 Days	54% return
17 Days	51% return
18 Days	49% return
19 Days	46% return
20 Days	43% return
21 Days	40% return
22-35 Days	0% return

Any unearned Military TA funds will be returned directly to the military service, not to the service member. The calculation of the return may result in the service member owing a balance to the college. If the service member withdraws due to a military service obligation, the college will work with the service member to identify a solution that will not result in a student debt for the returned TA portion. If a service member withdraws after the 60% portion of the term, all military TA will be considered earned.