



Procedure/Standard Number 2018-03

Unearned Tuition Assistance (TA)

For Active Duty or Reservist (Army/Air National Guard or Reserves)

History: Members of the Armed Forces may be entitled to military tuition assistance (TA) respective to their service branch. This provides financial assistance for voluntary off-duty education programs in support of a Soldier's professional and personal self-development goals. Tuition assistance is available for courses that are offered in the classroom or by distance learning and is part of an approved academic degree or certificate program. The courses must be offered by schools that are registered in the appropriate branch portal ([ArmygintED](#), [Air Force VEC](#), [MyNavy](#), [MYCG ED](#), or [Marine Force Education](#)) are accredited by accrediting agencies that are recognized by the U.S. Department of Education and are signatories to the current Department of Defense Memorandum of Understanding (DOD MOU).

Key Words/Categories: Unearned, MOU

Additional References:

I. Introduction

Lincoln University is honored to serve those who are actively serving on active duty or in a reserve component. In efforts to support such students, we have signed the DOD MOU, which allows Lincoln to accept TA payments from any service branch. Soldiers will be required to create an account through the online portal: [GoArmyed](#) for such a request to be routed through the approval channels.

II. Unearned Tuition Assistance

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, Lincoln 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.

III. Calculation

A student's official withdrawal date is determined by using the last date of attendance that is documented and submitted to the Office of the Registrar. Once the last date of attendance has been determined, the Office of Veterans Affairs will recalculate a student's TA eligibility based on the following formula:

$$\frac{\text{Number of days completed}}{\text{Total days for full course}} = \text{Percent of TA Earned}$$

The amount of TA funding that is earned is determined on a pro-rata basis. For example, if a student completed 30% of the course, s/he earned 30% of the TA funds that s/he was originally scheduled to receive. The remainder of the unearned funds (70%) would be returned to GoArmyed.

If this results in an unpaid tuition balance, payment would be the responsibility of the student. Once a student has attended at least 60% of the period for which TA funds were approved, the student is considered to have earned 100% of the TA funds.

Time student stopped attending	% of course, completed	% of TA funds returned to branch
Before day one of course	0%	100%
On or after the first day of the course	>0%	<100%
On the day that exactly 60% of course days are complete	60%	40%
On the day after 60% of course days are completed	>60.0%	0%

IV. Returned of Payment

Once the unearned TA is calculated, the Office of the Bursar will process the amount for refund (check, ach, or credit card) and adjust the student's account to reflect such changes.

Payment will be remitted no later day 30 days after the withdrawal date/ calculation of attendance.

V. Effective Date

Effective for the terms beginning after July 1, 2018.