

NUMBER: BURS 4.06b
SECTION: Finance & Operations (USCB Bursar's Office)
SUBJECT: Return of Military Tuition Assistance Funds
DATE: June 3, 2019
Policy for: USC Beaufort Campus
Procedure for: USC Beaufort Campus
Authorized By: Dr. Panu
Issued By: USC Beaufort Campus

I. Policy

The purpose of this policy is to establish a process by which USC Beaufort returns unearned military tuition assistance funds for students through 60% of the enrollment period during which the funds were granted, in order to comply with the Department of Defense's policy.

This policy applies to all students at the USC Beaufort campus, using military tuition assistance.

II. Procedure

The USC Beaufort Bursar's Office will monitor students using military tuition assistance (TA). If a student drops or withdraws from a course before 60% of the course is completed, the following schedule will be used to return TA funds to the military sponsor.

8-week Course Withdraw

Before or during week 1	100% return
During week 2	75% return
During weeks 3-4	50% return
During week 5	40% return (60% of course is completed)
During weeks 6-8	0% return

16-week Course Withdraw

Before or during weeks 1-2	100% return
During weeks 3-4	75% return
During weeks 5-8	50% return
During weeks 9-10	40% return (60% of course is completed)
During weeks 11-16	0% return