

**Amendment to the 2017-2020 catalog effective December 23, 2019**

**Page 229 – Include the Return of Tuition Assistance (TA) for military students policy**

**Return of Tuition Assistance (TA) for military students**

**Applicability of the Policy**

Columbia Central University applies the following dispositions to every student who registers in the institution, utilizes military Tuition Assistance (TA) and cancels the registration, whether or not he/she attends classes or withdraws:

**Dispositions of the Policy**

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend the enrolled courses 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, Columbia Central 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. These funds are returned to the military Service branch.

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

**Schedule of returning unearned Tuition Assistance (TA) to the government:**

Columbia Central University will reimburse unearned TA funds when a student submit withdrawal as follows:

**A. Students enrolled in Graduate Programs (8-week course withdraw submitted)**

- The institution will reimburse 100% of the unearned TA if the student processes a withdrawal before or during week 1.
- The institution will reimburse 75% of the unearned TA if the student processes a withdrawal during week 2.
- The institution will reimburse 50% of the unearned TA if the student processes a withdrawal during weeks 3-4.
- The institution will reimburse 40% (60% of course is completed) of the unearned TA if the student processes a withdrawal during week 5.
- Students who submit a withdrawal during weeks 6-8 will not have the right to reimbursement.

**B. Students enrolled in Undergraduates Programs (15-week course withdraw submitted)**

- The institution will reimburse 100% of the unearned TA if the student processes a withdrawal before or during week 1-2.
- The institution will reimburse 90% of the unearned TA if the student processes a withdrawal during weeks 3-4.
- The institution will reimburse 75% of the unearned TA if the student processes a withdrawal during weeks 5-6.
- The institution will reimburse 50% of the unearned TA if the student processes a withdrawal during weeks 7-8.
- The institution will reimburse 40% (60% of course is completed) of the unearned TA if the student processes a withdrawal during week 9.
- Students who submit a withdrawal during weeks 10-15 will not have the right to reimbursement.