

MILITARY TUITION ASSISTANCE (TA) REFUND POLICY AND SCHEDULE

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 Department of Defense (DOD) policy, East Arkansas Community College (EACC) 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. In instances when a Service member stops attending due to a military service obligation, East Arkansas Community College will work with the affected service member to identify solutions that will not result in a student debt for the returned portion in compliance with the DOD policy.

Withdrawal Refund Schedule:

Credit Courses- Spring & Fall Semester

Prior to First Day of Class	100%
Week 1 and 2 up to the 11 th class day	80%
After the 11th Class Day	NONE
9 th week represents 60% completion status	

Credit Courses- Summer

Prior to First Day of Class	100%
First Day of Classes Through 4th Class Day	50%
After 4th Class Day	NONE
12 th day represents 60% completion status	

Military Withdrawal Process

East Arkansas Community College appreciates and recognizes the contributions made by the U.S. armed service members in services to their country. The institution understands that students receive orders for active military service and may have to relocate or deploy. In the event that the student may need to withdraw due the military service, the institution has developed a policy to accommodate our active serving members.

Military withdrawal is available to students who:

- are actively-serving members (active duty and reserve duty components) of the U.S. armed services (not a contractor or civilian working in the military), and
- are ordered to relocate and, as a result, are unable to meet class attendance and other participation requirements, including web-based activities.

Procedures to complete a military withdrawal:

1. Contact and collaborate with the instructor(s) to ensure that courses cannot be completed. In many cases, special arrangements can be made for course completion.
2. If withdrawal is the most appropriate action, contact the campus Veteran's Services Specialist and present a copy of your military orders with formal correspondence on unit letterhead signed by the commander requesting military withdrawal from East Arkansas Community College due to orders. Correspondence must include the unit commander's contact information and, if allowable, verification of the duration and location of the pending assignment.
3. Complete the institution drop/withdrawal through your MyEACC or by submitting a written request via EACC email to the campus Veteran's Services Specialist, who will then provide the documentation to the Registrar with the notation military withdrawal.
4. Upon submission of documents necessary for withdrawal, the campus Veteran's Services Specialist will review and complete notifications to VA Education Division for students using a GI Bill ® or other VA education benefit.

Students who process a military withdrawal:

- will not be charged tuition for the semester of withdrawal.
- are eligible for military re-enrollment to EACC, assuring the student access to the same major and location as was assigned at the time of withdrawal.
- will have a notation placed in their student record indicating a military withdrawal.

Please review the financial aid section in the catalog for the [policy in regards to return to Title IV funds](#) from withdrawing while using federal financial aid.