

Piedmont Virginia Community College

Section I – Academic Affairs and Workforce Development Policies

I – 112.0 Return of Tuition Assistance Funds from the U.S. Department of Defense

Effective Date: September 2019

Last Revised: March 2026

Responsible Dept.: VP of Academic Affairs and Workforce Development

1. Purpose

The purpose of this policy is to ensure a standard process for the return of unused Tuition Assistance (TA) funds for students in active military service.

2. Policy Statement

Active military students may receive military Tuition Assistance (TA) funds for their course enrollment(s) with PVCC. When an active military student withdraws from a course(s), the student may not be eligible to receive the full amount of TA funds. PVCC will return unearned TA funds on a proportional basis through the 60% portion of the period for which the TA funds were provided. Thus, TA funds are earned proportionally through the last day of course attendance, with unearned funds returned based upon when a student stops attending.

3. Definitions

N/A

4. Applicability

This policy applies to all military students who receive TA funds at PVCC.

PVCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. View the full nondiscrimination statement and find contacts at pvcc.edu/nondiscrimination.

5. Responsibilities

The VP of Academic Affairs and Workforce Development, the Business Office, and Financial Aid are responsible for implementing this policy.

6. Procedures for Implementation

- a) Any student may drop a course(s) without financial encumbrance within the allowable refund period (last day to drop and receive a refund). During this time, 100% of TA funds will be returned to the government.
- b) After this time and when a military student receiving TA funds from the Department of Defense withdraws or ceases attending, PVCC will return unearned TA funds to the government on a proportional basis through the 60% portion of the period for which the TA funds were provided.
- c) PVCC will return any unearned TA funds directly to the military service, not to the service member. The student will be notified within 30 days of the withdrawal as to the portion of the funds that need to be returned. However, when the military student stops attending for military obligation, PVCC will work toward solutions that avoid student debt for the returned portion of TA funds.
- d) For any student using TA funds to pay for education costs at PVCC who withdraws from PVCC prior to completing 60% of the course, PVCC will return any unearned TA funds to the government according to how much of the course a student completes. The percentage of TA funds returned represents the amount of tuition paid to PVCC that must be returned to the government. PVCC calculates the return of unearned TA funds using the following formula: Percentage of TA Funds Returned = $100\% - (\# \text{ days attended} / \text{total days course meets}) \times 100$.
- e) These funds must be returned to the government within 45 days of determination of the withdrawal. Date of withdrawal is the date that the student officially withdrew according to the withdrawal documentation in the PVCC Records Office, or the last day of attendance reported by the instructor when the student received final grades of all Fs, or a combination of Fs and Ws, for the term.
- f) The PVCC Business Office will return unused TA funds to the government on behalf of the student. However, PVCC will then add this balance to the student's PVCC account resulting in the student then owing PVCC the amount of the returned TA funds.
- g) In calculation of Total Days Course Meets, PVCC schedules the minimum number of days a course meets according to 5 days per academic calendar week. PVCC schedules courses on a semester basis. However, PVCC does offer limited courses that meet for different lengths of time.

7. Sanctions for Violation of Policy

N/A

8. Other General Information

N/A