

MILITARY TUITION ASSISTANCE (TA) REFUND POLICY

In compliance with the Department of Defense’s policy as defined in DoDI 1322.25 and amended on July 07, 2014, San Juan Bautista School of Medicine (SJBSM) will return any unearned Military Tuition Assistance (TA) awarded to a student that withdraws and therefore is no longer eligible for the full amount of TA funds through at least 60% of the semester on a prorated basis. The amount of unearned TA to be refund will be based on the date of withdrawal from the course.

This policy applies only to students receiving Military Tuition Assistance. The tuition assistance is a benefit that is available only while the student is in service. In the event that a student stops attending due to a military service obligation, SJBSM will identify solutions that will not result in a student debt for the returned portion. This policy does not apply to Veterans or Veterans benefits.

Procedure:

SJBSM will return any unearned TA funds through at least 60% of the academic term on a prorated basis. To determine the amount of TA that needs to be returned, the institution will identify the date the withdrawal was submitted, and then divide that by the number of days in the term to determine the percentage of TA that was earned by the student. After 60% of the academic term has passed, TA will not be evaluated for a return to the DoD. To reduce the amount of incorrect TA funds being disbursed by the DoD, SJBSM will bill the DoD after 60% of the academic term has passed, and for the amount the student earned given their enrollment.

The following table indicates the TA funds to be returned for an academic term of seventeen weeks, the equivalent of one semester:

Total weeks	Percentage of attendance	Weeks	Days	Reimbursement
17	0	0	1	100%
17	10	1.70	8	90%
17	15	2.55	13	60%
17	25	4.25	21	50%
17	50	8.50	42	25%

Note: The educational institution’s week of instruction is counted as 5 days

The following table indicates the TA funds to be returned for an academic term of twelve weeks, the equivalent of one trimester:

Total weeks	Percentage of attendance	Weeks	Days	Reimbursement
12	0	0	1	100%
12	10	1.20	6	90%
12	15	1.80	9	60%
12	25	3.00	15	50%
12	50	6.00	30	25%

Note: The educational institution's week of instruction is counted as 5 days

For academic terms that are different than the mentioned above, SJBSM will determine the amount of TA that needs to be returned by identifying the date the withdrawal was submitted, and then dividing that by the number of days in the term.

Effectivity:

The provisions contained in this Executive Order shall be effective immediately



YOCASTA BRUGAL, MD
President/Dean

Approved: September 24, 2020