

**Responsible University Administrator:**

Vice Chancellor of Institutional Effectiveness and Student Success

**Responsible University Office:**

Military Connected Resource Center

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## Return of Unearned Military Tuition Assistance

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### Scope

This policy applies to all University of Nebraska at Omaha (UNO) students receiving military tuition assistance through the Department of Defense.

### Policy Statement

Military Tuition Assistance is awarded to a student under the assumption that the student will attend school for the entire term for which the assistance is awarded. When a student withdraws (officially or unofficially), the student may no longer be eligible for the full amount of tuition assistance funds originally awarded. To comply with the U.S. Department of Defense (DOD) policy, the University of Nebraska at Omaha (UNO) is required to return any unearned tuition assistance funds on a proportional basis through the 60% portion of the term for which the funds were provided. If a service member stops attending due to a military service obligation, UNO will work with the affected service member to identify solutions that will not result in a student debt for the returned portion.

### Withdrawals

A student's official withdrawal date is used to calculate the earned percentage of tuition assistance. In the event that a student fails to earn a passing grade in at least one class, they will be evaluated at the end of the term to determine if they withdrew unofficially (never attends or stopped attending

class) by using the last date of attendance that is reported by the instructors when grades are submitted.

If a student withdraws prior to completing at least 60% of the term, 100% of the tuition assistance is returned to the Military branch. The student will owe UNO the amount of tuition assistance returned. Once the student has attended at least 60% of the term, the student is considered to have earned 100% of the tuition assistance approved for the term.

## **Schedule of Return of Unearned TA (Tuition Assistance) Funds**

### **16-week Course Withdraw submitted**

- Before or during weeks one-nine, 100% TA returned (60% of course is completed)
- During or after week 10, 0% return

### **10-week Course Withdraw submitted**

- Before or during weeks one-six, 100% TA returned (60% of course is completed)
- During or after week seven, 0% return

### **8-week Course Withdraw submitted**

- Before or during weeks one-five, 100% TA returned (60% of course is completed)
- During or after week six, 0% return

### **5-week Course Withdraw submitted**

- Before or during weeks one-three, 100% TA returned (60% of course is completed)
- During or after week four, 0% return

### **Special terms:**

Number of days completed / Total days of the course (start to end date) =

≤ 60%: 100% TA returned

> 60%: 0% TA returned

### **Reason for Policy**

This policy serves to fully inform students receiving military TA of the required actions UNO must take to comply with the DOD Memorandum of Understanding Return Policy for TA.

### **Definitions**

Military tuition assistance is a benefit which pays for tuition expenses for eligible members of the Army, Air Force, Coast Guard, Marines, Navy, and Space Force as well as some civilians employed by the listed service branches.

## Additional Contacts

Subject	Contact	Phone & Email	Additional Contact Information
Policy Questions	Cashiering and Student Accounts	<a href="tel:402.554.2324">402.554.2324</a> <a href="mailto:unocsa@unomaha.edu">unocsa@unomaha.edu</a>	
Policy Questions	Office of the Registrar	<a href="tel:402.554.2314">402.554.2314</a> <a href="mailto:unoregistrar@unomaha.edu">unoregistrar@unomaha.edu</a>	
Policy Questions	Military Connected Resource Center	<a href="tel:402.554.3771">402.554.3771</a> <a href="mailto:unomilconnection@unomaha.edu">unomilconnection@unomaha.edu</a>	

## Related Information

Policy established in accordance with the University of Nebraska at Omaha and Department of Defense Voluntary Education Partnership Memorandum of Understanding and Department of Defense Instruction 1322.25.

## History

New policy approved by the Executive Leadership Team on November 28, 2023.

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