



Mountain Empire Community College Publication Change Form

Please fill in and print this page to request changes to MECC's publications. This process provides for MECC's publications on the college's web site to be maintained with up-to-date information, unlike the printed copies that are updated once a year.

Change Applies to: Catalog Student Handbook Other _____

Type of Change: Update Deletion Addendum

Does the change need to be applied to the website? Yes No

If yes, which web page(s) requires the change? Catalog Addendum

Current Page Number: _____ -or- Proposed Page Number: _____

Effective Date: 9/11/19

Brief Description of Change:

Please add this policy on page 30 of the catalog AFTER 'Tuition and Fees Refunds' and BEFORE 'Refunds, Credits, Reinstatement as a Result of Military Service'.

Person Submitting Change:

Kristy Hall
Name (print)

Kristy Hall
Signature

Digitally signed by Kristy Hall
Date: 2019.09.13 13:14:20 -04'00'

Vice President of Academic Affairs and Workforce Solutions:

Signature

8/13/19
Date

Send this form and attachments to the office of the Vice President of Academic Affairs and Workforce Solutions.

Military (US Department of Defense) Tuition Assistance Refunds

Active military students may receive military Tuition Assistance (TA) funds for their course enrollment(s) with MECC. When an active military student withdraws from a course(s), the student may not be eligible to receive the full amount of TA funds. MECC 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.

Return of Unearned TA Funds: 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.

After this time and when a military student receiving TA funds from the Department of Defense withdraws or ceases attending, MECC 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.

MECC 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, MECC will work toward solutions that avoid student debt for the returned portion of the TA funds.

Calculation to Return Unearned TA Funds: For any student using TA funds to pay for education costs at MECC who withdraws from MECC prior to completing 60% of the course, MECC 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 MECC that must be returned to the government. MECC calculates the return of unearned TA funds using the following formula:

Percentage TA Funds Returned	= 100% -	$\frac{\# \text{ Days Attended}}{\# \text{ Total Days Course Meets}}$	X 100
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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 MECC 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.

The MECC Business Office will return unused TA funds to the government on behalf of the student. However, the MECC Business Office will then add this balance to the student's MECC account resulting in the student then owing MECC the amount of the returned TA funds.

In calculation of *Total Days Course Meets*, MECC schedules the minimum number of days a course meets according to 5 days per academic calendar week. MECC schedules courses on a semester basis. However, within the semester, classes may meet for non-standard periods. Although the typical fall or

spring semester meets for a minimum of 80 days each and the summer semester meets for a minimum of 50 days, MECC does offer limited courses that meet for different lengths of time.

