



Vice Presidency of Financial  
Affair Collection Office

## Procedure for the Return of Unearned Military Tuition Assistance

### I. Introduction

Universidad Ana G. Méndez Inc. (UAGM) Refund Policy (VPAF-14-004-02) for its Campus (Carolina, Cupey, Gurabo y Online) states the general provisions for non-attendance or withdrawal from a course. This procedure will detail the specific provisions for the unearned military Tuition Assistance (TA), in accordance with the Department of Defense regulations.

### II. General Provisions

Military 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.

If a service member stops attending due to a military service obligation, and the service member notifies the institution of their obligation, UAGM's institutions will work with the affected service member (i.e. student) to identify solutions that will not result in a debt for the returned portion.

### III. Calculations for non-attendance or withdrawal of courses

- **Partial withdrawal** – Students, who withdrawal from one of their enrolled courses, will be responsible for the full cost of the course.
- **Non- attendance** – (Partial or Total) – Any student who does not attend an enrolled course will be automatically withdrawn and will be responsible for 25% of tuition cost of the enrolled course.
- **Mid-point** – Any student who obtains a WF in all their course, at the end of the semester will be responsible for 50% of the total cost of their tuition cost.

- **Total withdrawals** – Any student, who withdraws all his/her enrolled courses, will be responsible for a prorated portion of his/her total tuition cost. This course will be prorated according to the days attended to the enrolled courses until the withdrawal date in relation to the number of days in the semester or the total days of a single “Part of Term”, as applicable.

$$\text{Total earned by UAGM} = \frac{\text{Total days attendance}}{\text{Total days in term}} \times \text{Percent earned} \times \text{Total tuition cost}$$

#### IV. **Return of TA funds**

UAGM will return any unearned TA funds on a proportional basis through at least 60% portion of the period for which the funds were provide. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.