

Military Tuition Assistance (TA) is awarded under the trust that the student will attend school for the entire enrollment period for which the TA is approved. TA funds are then earned proportionally during this enrollment period, and are considered 100% earned when the course is 60% complete. The Department of Defense (DoD) requires all schools to have a policy to return the unearned portion of the TA funds to them if a student stops attending on or before the course period is 60% complete.

Davenport University (DU) will not bill TA until after 60% of the course is completed. This will reduce the amount of incorrect funds being disbursed by the DoD to DU. Only the amount of TA that was earned will be billed. If 100% of TA is not earned, the Service member may then owe a balance to DU.

If the Service member withdraws for military obligations, DU will work with the student to minimize the amount of debt he/she will incur. [Please review DU's policy for Military Leave of Absence/Deployment.](#)

This policy applies to all student receiving TA, regardless of service branch. This policy is separate from DU's tuition charge and refund policy. If the student withdraws from the course for non-military related reasons, he/she can opt to pay out of pocket and not have the TA billed at all. To do so, the student must submit this request in writing to thirdpartybilling@davenport.edu.

Davenport University Schedule to Return Unearned TA to Military:

Day refers to calendar days from the overall start date of the semester, not individual class start dates.

15 week Semesters: (105 Days)

* Prior to the first day of class = 100% return (TA billed 0%)

* Day 1-5 = 90% return (TA billed 10%)

* Day 6-12 = 50% return (TA billed 50%)

* Day 13-19 = 25% return (TA billed 75%)

* Day 20-63 = 1% return (TA billed 99%)

*** Day 63 = 60% of course is completed**

After Day 63 0% return (TA billed 100%)

12 week Semesters: (84 Days)

* Prior to the first day of class = 100% return (TA billed 0%)

* Day 1-5 = 90% return (TA billed 10%)

* Day 6-12 = 50% return (TA billed 50%)

- *Day 13-19 = 25% return (TA billed 75%)
- *Day 20-50 = 1% return (TA billed 99%)
- * Day 50 = 60% of course is completed**
- After Day 50 0% return (TA billed 100%)

10 week sessions: (70 Days)

- * Prior to the first day of class = 100% return (TA billed 0%)
- *Day 1-6 = 90% return (TA billed 10%)
- *Day 7-12 = 50% return (TA billed 50%)
- *Day 13-42 = 1% return (TA billed 99%)
- * Day 42 = 60% of course is completed**
- After Day 42 0% return (TA billed 100%)

7 week sessions: (49 Days)

- * Prior to the first day of class = 100% return (TA billed 0%)
- *Day 1-5 = 90% return (TA billed 10%)
- *Day 6-12 = 50% return (TA billed 50%)
- *Day 13-29 = 1% return (TA billed 99%)
- * Day 29 = 60% of course is completed**
- After Day 29 0% return (TA billed 100%)

4 week sessions: (28 Days)

- *Prior to the first day of class = 100% return, TA billed 0%
- *Day 1-5 = 90% return, TA billed 10%
- *Day 6-17 = 1% return, TA billed 99%
- * Day 17 = 60% of course is completed**
- After Day 17 0% return, TA billed 100%

Examples:

During 15 or 12 week course withdraw: Student requests adviser drop course on Day 16. Davenport University will return 25% of the unearned TA to the Military, invoicing the TA for only 75% of the original approved amount.

During 10 or 7 week course withdraw: Student requests adviser drop course on day 1 after attending first class. Davenport University will return 90% of the unearned TA to the Military, invoicing the TA for only 10% of the original approved amount.

During 4 week course withdraw: Student requests adviser drop course prior to start of class. Davenport University will return 100% of the unearned TA to the Military, invoicing the TA for 0% of the original approved amount.

Date of Implementation: Immediately
Date of Adoption: 9/30/19