



Northern Marianas College Procedure

Procedure No.: 4013.3 Procedure Title: Military Tuition Assistance
Issuing Date: August 26, 2019 Adoption Date: August 26, 2019 Effective Date: August 26, 2019
Office of Origin: Finance Department
Procedure Approval Authority: President 
Board Policy No. associate with this procedure: 4013 – Student Financial Aid
This Procedure Supersedes/Replaces: New

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description

This procedure applies to all qualified service members who are receiving Military Tuition Assistance (MTA) under all branches of the Armed Forces (Air Force, Army, Coast Guard, Marine Corps and Navy). The Northern Marianas College (NMC) conforms with the Department of Defense (DoD) Memorandum of Understanding Return Policy as it pertains to return of unearned Military Tuition Assistance funds.

Areas of Responsibility

Chief Financial Officer and Finance Office

Procedure details

Military Tuition Assistance is available to service members who attend school for an entire semester through the period of 60 percent completion for which funds were authorized.

When a service member drops or withdraws from a MTA-funded course prior to completing 60% of the semester, the service member is no longer eligible for the full amount of the MTA originally allotted.

Service members who drop a class or withdraw from a class due to military obligations must work with college personnel to identify solutions that will not result in a service member debt for a MTA-funded course.

Return of Unearned MTA Funds:

I. Course(s) dropped within the established "Drop Period" will have tuition and fees reversed excluding the non-refundable registration fee.

All service members are obligated to be aware of specific refund periods according with the NMC's Academic Calendar. Deadlines can be found on the NMC website, NMC catalog, Course Syllabi, Finance Office and the, Office of

Admission and Records.

"100% Drop Period" Definition:

Drop period for 100% refund begins during open enrollment and ends on the last day of the first week of instruction. MTA refunds are returned directly to the Department of Defense.

II. After the "Drop Period" any incomplete MTA-funded course will be evaluated by the Course Completion Rate.

Course Completion Rate:

Completed Days ÷ Course Calendar Days = Percentage of Course Completion

Non-completion includes course(s) withdrawn with a "W" grade - (Withdraw grade) or a "UW" grade – (Unofficial Withdrawal grade).

Definitions:

- **Approved MTA** is funded to the service member upon completion of 60% or more of the semester. The service member is entitled to receive 100% of the initial approved MTA.
- **Earned MTA** is determined by the calculating the Percentage of Course Completion.
- **Unearned MTA** is determined by the calculating the initial approved MTA and the Percentage of Course Completion. This is the amount that will be returned to the Department of Defense.

Example Calculation of Unearned MTA:

Military Tuition Assistance for a course was initially approved as \$513.

$(\$128.25 \text{ Tuition Resident Rate} \times 4 \text{ credits} = \$513.00)$

The service members withdrew after completing 30% of the course, so Earned MTA is figured as:

$30\% \text{ of } \$513 = \$153.90 \text{ } (\$513.00 \times 30\%)$

The Unearned MTA is calculated as the difference:

$\$513 - \$153.90 = \$359.10$, Therefore \$359.10 [70%] is returned to the Department of Defense.

References

Appendix to Enclosure 3, Figure 1. Template of DoD MOU Between DoD Office of the USD(P&R) and Educational Institution. See “TA Program Requirements for Educational Institutions” (4.f.2.d)