



# 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

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

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**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:

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

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)

**5-week Course Withdraw Submitted****7 days x 5 weeks = 35 calendar days, 60% at 3<sup>rd</sup> week**

Day 1-7 ( <b>week 1</b> )	100% return	
Day 8	77% return	23% completion
Day 9	74% return	26% completion
Day 10	71% return	29% completion
Day 11	69% return	31% completion
Day 12	66% return	34% completion
Day 13	63% return	37% completion
Day 14 ( <b>week 2</b> )	60% return	40% completion
Day 15	57% return	43% completion
Day 16	54% return	46% completion
Day 17	51% return	49% completion
Day 18	49% return	51% completion
Day 19	46% return	54% completion
Day 20	43% return	57% completion
<b>Day 21 (week 3)</b>	<b>40% return (60% of the course is completed)</b>	
Day 22	0% no return	

\*Example: Day 8 / 35 calendar days = 23% completion,  $100 - (8/35) = 77\%$  return unearned MTA

23% of \$513.00 = \$117.99,  $\$513.00 - \$117.99 = \$395.01$ , therefore \$395.01 [77%] is returned to the DoD

**6-week Course Withdraw Submitted****7 days x 6 weeks = 42 calendar days, 60% at 4<sup>th</sup> week**

Before or during week 1 (Day 1 – 7)	100% return	0% completion
During week 2 (Day 8 – 14)	67% return	33% completion
During week 3 (Day 15 – 21)	50% return	50% completion
During week 4 (Day 22 – 28)	33% return	67% completion
During week 4 (Day 22)	48% return	52% completion
During week 4 (Day 23)	45% return	55% completion
During week 4 (Day 24)	43% return	57% completion
<b>During week 4 (Day 25)</b>	<b>40% return</b>	<b>60% of course is completed</b>

During week 4 (Day 26)	0% no return
During week 4 (Day 27)	0% no return
During week 4 (Day 28)	0% no return
During week 5 (Day 29 – 35)	0% no return
During week 6 (Day 36 – 42)	0% no return

\*Example: Day 14 / 42 calendar days = 33% completion,  $100 - (14/42) = 67\%$  return unearned MTA  
 33% of \$513.00 = \$169.29,  $\$513.00 - \$169.29 = \$343.71$ , therefore \$343.71 [67%] is returned to the DoD

**8-week Course Withdraw Submitted      7 days x 8 weeks = 56 calendar days, 60% at 5<sup>th</sup> week**

Before or during week 1 (Day 1 – 7 )	100% return	0% completion
During week 2 (Day 8 – 14)	75% return	25% completion
During week 3 (Day 15 – 21)	62% return	38% completion
During week 4 (Day 22 – 28)	50% return	50% completion
During week 5 (Day 29 – 35)	37% return	63% completion
During week 5 (Day 29)	48% return	52% completion
During week 5 (Day 30)	46% return	54% completion
During week 5 (Day 31)	45% return	55% completion
During week 5 (Day 32)	43% return	57% completion
<b>    During week 5 (Day 33)</b>	<b>41% no return</b>	<b>59% of course is completed</b>
During week 5 (Day 34)	0% no return	
During week 5 (Day 35)	0% no return	

During week 6 (Day 36 – 42)	0% no return
During week 7 (Day 43 - 49)	0% no return
During week 8 (Day 50 - 56)	0% no return

\*Example: Day 14 / 56 calendar days = 25% completion,  $100 - (14/56) = 75\%$  return unearned MTA  
 25% of \$513.00 = \$128.25,  $\$513.00 - \$128.25 = \$384.75$ , therefore \$384.75 [75%] is returned to the DoD

**14-week Course Withdraw Submitted      7 days x 14 weeks = 98 calendar days, 60% at 9<sup>th</sup> week**

Before or during week 1 (Day 1 – 7 )	100% return	0% completion
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During week 2 (Day 8 – 14)	86% return	14% completion
During week 3 (Day 15 – 21)	79% return	21% completion
During week 4 (Day 22 – 28)	71% return	29% completion
During week 5 (Day 29 – 35)	64% return	36% completion
During week 6 (Day 36 – 42)	57% return	43% completion
During week 7 (Day 43 - 49)	50% return	50% completion
During week 8 (Day 50 - 56)	43% return	57% completion
During week 9 (Day 57 - 63)	36% return	64% completion
During week 9 (Day 57)	42% return	58% completion
During week 9 (Day 58)	41% return	59% completion
<b>During week 9 (Day 59)</b>	<b>40% return</b>	<b>60% of course is completed</b>
During week 9 (Day 60)	0% no return	
During week 9 (Day 61)	0% no return	
During week 9 (Day 62)	0% no return	
During week 9 (Day 63)	0% no return	
During week 10 (Day 64 - 70)	0% no return	
During week 11 (Day 71 - 77)	0% no return	
During week 12 (Day 78 - 84)	0% no return	
During week 13 (Day 84 - 91)	0% no return	
During week 14 (Day 91 - 98)	0% no return	

\*Example: Day 14 / 98 calendar days = 14% completion,  $100 - (14/98) = 86\%$  return unearned MTA

14% of \$513.00 = \$71.82,  $\$513.00 - \$71.82 = \$441.18$ , therefore \$441.18 [86%] is returned to the DoD

**16-week Course Withdraw Submitted      7 days x 16 weeks = 112 calendar days, 60% at 10<sup>th</sup> week**

Before or during week 1 (Day 1 – 7 )	100% return	0% completion
During week 2 (Day 8 – 14)	87% return	13% completion
During week 3 (Day 15 – 21)	81% return	19% completion
During week 4 (Day 22 – 28)	75% return	25% completion

During week 5 (Day 29 – 35)	69% return	31% completion
During week 6 (Day 36 – 42)	62% return	38% completion
During week 7 (Day 43 - 49)	56% return	44% completion
During week 8 (Day 50 - 56)	50% return	50% completion
During week 9 (Day 57 - 63)	44% return	56% completion
During week 10 (Day 64 - 70)	37% return	63% completion
During week 10 (Day 64)	43% return	57% completion
During week 10 (Day 65)	42% return	58% completion
During week 10 (Day 66)	41% return	59% completion
During week 10 (Day 67)	40% return	60% of course is completed
During week 10 (Day 68)		0% no return
During week 10 (Day 69)		0% no return
During week 10 (Day 70)		0% no return
During week 11 (Day 71 - 77)	0% no return	
During week 12 (Day 78 - 84)	0% no return	
During week 13 (Day 84 - 91)	0% no return	
During week 14 (Day 91 - 98)	0% no return	
During week 15 (Day 99 - 105)	0% no return	
During week 16 (Day 106 - 112)	0% no return	

\*Example: Day 14 / 112 calendar days = 13% completion,  $100 - (14/112) = 87\%$  return unearned MTA  
13% of \$513.00 = \$66.69,  $\$513.00 - \$71.82 = \$446.31$ , therefore \$446.31 [87%] is returned to the DoD