

Chatham University - Return of Tuition Assistance:

Military Tuition Assistance (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.

Students earned, and unearned tuition assistance is based on the percentage of the payment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the payment period. Calendar days (including weekends) are used but breaks of at least 5 days are excluded from both the numerator and denominator.

Until a student has passed the 60% point of an enrollment period, only a portion of the student's tuition assistance has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded tuition assistance for the payment period. Please note students who are enrolled in modules, or courses which do not span the entire length semester, would also be included in this calculation.

Date of Determination:

Chatham University is not required to take attendance and the date of determination that a student withdrew varies depending upon the type of withdrawal: Official or Unofficial.

1. For withdrawals where the student **provided Official Notification** the date of determination is the student's withdraw date, or the date of determination, whichever is later.
2. For withdrawals where the student **did not provide Office Notification** the date of determination is the date the institution became aware the student has ceased attendance.

Instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion. These funds are returned to the military Service branch.