

## **2620 – Military Students – Recruitment, Enrollment, and Tuition Assistance (TA)**

Barton Community College (Barton) is a military education institution and actively engages and serves military service members seeking higher education. College personnel promote and discuss learning opportunities with eligible members; however, the institution does not support high pressure business approaches, nor offers incentives to college personnel to secure enrollments or federal financial aid.

Service members interested in pursuing education with the College are notified that if their intent is to utilize military tuition assistance to support their educational plans, they must first speak with an Education Services Counselor before enrolling in any coursework with the College.

There are times during a service member's involvement in education when deployment orders are issued, or changes in approved military service obligations occur and these obligations prohibit the student from attendance and/or participation in the course. There are also situations when the military student elects to discontinue their participation in coursework.

In these instances, students must initiate their request and present to the Barton Registrar documentation applicable to their absence.

Once notice is made and applicable documentation is reviewed, students are eligible for the following refund procedures:

- Students with approved TA will be withdrawn from the course and the TA will be returned on a proportional basis through at least 60% based on when the student stops attending. Any remaining balance will be applied to the student account as required and the student will receive the appropriate withdrawal code on their academic transcript. Course withdrawals will not impact the student's grade point average.
- Students without TA who withdraw from courses will receive a refund of tuition and fees applicable to the College's withdrawal guidelines and will receive the appropriate withdrawal code on their academic transcript. Course withdrawals will not impact the student's grade point average.
- Students who enlist for military service while enrolled in a semester will be subject to the college's standard refund policy.
- Campus room and board charges will be prorated per withdrawal date.
- Any military student who is Title IV eligible (federal financial aid) and withdraws due to military deployment will not be required to repay based on the Return to Title IV funds calculation. Barton must perform the Return of Title IV Funds calculation that is required by federal regulations.

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. To comply with the Department of Defense policy, Barton will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. Unearned TA funds are returned to the military service branch. Barton does not bill the military services until the final drop date has passed. This eliminates the need to return funds, for the purpose of withdrawal.

**Contact(s):** Vice President of Administration

**Related Form(s):**

**References:**

**Relevant Policy or Procedure(s):** [1600-course attendance](#)

**Approved by:** President

**Date:** 11/14/11

**Revision(s):** 12/3/21 (minor revision); 5/1/23 (minor revision); 4/5/24