



Post University's Tuition Assistance Refund Policy

All schools that qualify the Tuition Assistance Program are required to have a Tuition Assistance Refund Policy. Post University's Tuition Assistance Refund Policy is described below:

Military Tuition Assistance (TA) benefits are paid to the school by the Army, Navy, Marines, Air Force, and Coast Guard on behalf of eligible military student recipients. The student is awarded the TA benefit under the assumption that the student will participate throughout the entire length of the period. If a student ceases attendance during an enrollment period, in accordance with the Department of Defense (DoD) MOU, the university must return unearned funds based upon the date which the student stopped attending. The unearned TA funds must be returned on a proportional basis through at least the 60 percent portion of the period for which the funds were provided.

Performing this calculation may result in the student owing a balance to the university. The university will handle the removal or collection of this balance based upon the cause of the leaving event. In instances in which a student ceases enrollment due to a military service obligation, the university will work with the affected service member to identify solutions that will not result in a student debt for the returned portion. The treatment of balances caused by other leaving events are described within this policy.

Calculating Unearned Funds:

The University will calculate the amount of unearned Tuition Assistance funds using the date the student officially withdraws. If the student stops participating in the course, and is unofficially withdrawn due to non-participation, the University will calculate the amount of unearned Tuition Assistance funds from the date of the student's last participation in the course as documented by the Office of the Registrar. Tuition Assistance eligibility is determined based on the following formula:

$$\frac{\text{Number of days completed} = \text{Percent of TA earned}}{\text{Total days scheduled}}$$

Example: If a student enrolled in an 8-week online term that is 56 calendar days in length and participates for 20 days, the percent earned is 36% ($20/56=.36$). Therefore, the University will return to the TA program 64% of Tuition Assistance paid to the university. During the first week of an 8-week term, 100% of Tuition Assistance will be returned in alignment with the military add/drop policy. On day 34 of the 8-week

term, the student has completed 60% of the course and the DoD does not require the University to return funding to the TA program.

Treatment of financial obligations to the university caused by a leaving event

For service members who cease attendance as a result of a military service obligation, upon receipt of proper documentation, the service member will not be financially responsible for charges incurred during the term in which the student ceased enrollment. If the service member has not yet earned a grade, the course for this term will be removed from the student's transcript and all associated Tuition Assistance or other aid will be returned. The student will not be responsible for any debt or loss of benefit as a result of a military service obligation that occurs within a term.

For service members who have also retained a past balance owed from prior term not affected by a military service obligation, the university will work with the student to make an acceptable arrangement for any balance. This arrangement will ensure payment is not actively collected until the student has completed the service obligation and is able to resume enrollment. For students who do not resume enrollment, an acceptable arrangement will begin when the student has completed the service obligation.

For more information please visit <http://post.edu/military>

To contact us email militaryfinance@post.edu.