

**Office of Student Account Services  
Return of Veterans Administration's  
Unearned Tuition Assistance Funds Policy**

**Dropping Courses and/or Withdrawal from the University**

In compliance with the Department of Defense's Memorandum of Understanding, Bethune Cookman University (B-CU) has established the below policy regarding the return of Unearned Tuition Assistance Funds when a military service student receiving the benefit drops a course and/or withdraws within a certain time period from B-CU. In addition, instances when a military service student stops attending due to a military service obligation, B-CU will work with the affected student to identify solutions that will not result in student debt for the returned portion.

The return of funds to the Military Department under whom the student is receiving funds will be based on the following schedule:

**16 – Week Fall and Spring Semesters:**

1. One-Hundred percent (100%) of the tuition assistance funds will be returned if the student drops or withdraws on or before the last day of the first week of classes.
2. Seventy-five percent (75%) of the tuition assistance funds will be returned if the student drops or withdraws after the first week but on or before the last day of the second week of classes.
3. Fifty-percent (50%) percent of the tuition assistance will be returned if the student drops or withdraws after the second week but on or before the last day of the fourth week of classes.
4. Twenty-five percent (25%) percent of the tuition assistance will be returned if the student drops or withdraws after the fourth week but on or before the last day of the tenth week of classes.
5. No funds will be returned if the student drops or withdraws after the tenth week of classes.

### **8 – Week Fall & Spring Sub-Terms I and II:**

1. One-Hundred percent (100%) of the tuition assistance funds will be returned if the student drops or withdraws on or before the last day of the first week of classes.
2. Seventy-five percent (75%) of the tuition assistance funds will be returned if the student drops or withdraws after the first week but on or before the last day of the second week of classes.
3. Fifty-percent (50%) percent of the tuition assistance will be returned if the student drops or withdraws after the second week but on or before the last day of the fourth week of classes.
4. Twenty-five percent (25%) percent of the tuition assistance will be returned if the student drops or withdraws after the fourth week but on or before the last day of the fifth week of classes.
5. No funds will be returned if the student drops or withdraws after the fifth week of classes.

### **10 – Week Summer Term:**

1. One-Hundred percent (100%) of the tuition assistance funds will be returned if the student drops or withdraws on or before the last day of the first week of classes.
2. Seventy-five percent (75%) of the tuition assistance funds will be returned if the student drops or withdraws after the first week but on or before the last day of the second week of classes.
3. Fifty-percent (50%) percent of the tuition assistance will be returned if the student drops or withdraws after the second week but on or before the last day of the fourth week of classes.
4. Twenty-five percent (25%) percent of the tuition assistance will be returned if the student drops or withdraws after the fourth week but on or before the last day of the sixth week of classes.
5. No funds will be returned if the student drops or withdraws after the sixth week of classes.

## **6 – Week Summer Sub-Terms I and II:**

1. One-Hundred percent (100%) of the tuition assistance funds will be returned if the student drops or withdraws on or before the last day of the first week of classes.
2. Seventy-five percent (75%) of the tuition assistance funds will be returned if the student drops or withdraws after the first week but on or before the last day of the second week of classes.
3. Fifty-percent (50%) percent of the tuition assistance will be returned if the student drops or withdraws after the second week but on or before the last day of the third week of classes.
4. Twenty-five percent (25%) percent of the tuition assistance will be returned if the student drops or withdraws after the third week but on or before the last day of the fourth week of classes.
5. No funds will be returned if the student drops or withdraws after the fourth week of classes.