

Dropping or Withdrawing From Classes:

Each student is responsible for officially dropping any class registered, even when the first class meeting was not attended. Not attending classes is not an official drop or withdrawal, and it doesn't relieve the student of a financial obligation to Grace College.

Full refunds are available only if classes are officially dropped before the census day of specific class. Because course lengths vary, census dates are specific to each individual class. After the census date applicable to the class, students using TA are subject to the tuition Refund/Return of TA calculation below.

This calculation is applicable ONLY for service members using Military Tuition Assistance benefits.

Refund or Return of TA:

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 service member officially or unofficially withdraws from classes and did not complete at least 60% of the term, they are no longer eligible for the total amount initially awarded through TA. By federal law, TA funds are earned proportionally during the term, with unearned funds returned to the military service branch based on when the student stopped attending. As a result, Grace College must calculate the amount of TA earned by the service member and the amount that must be refunded to the military service branch.

In instances where a service member stops attending due to a military service obligation, Grace College will work with the affected service member to identify solutions that will not result in a debt for the returned, unearned portion of TA.

The calculation performed by the VA officer determines the amount of unearned TA funding through 60 percent of the term. Once a student attends 60 percent of the term, all TA received for the course is fully earned. The calculation is completed for each course individually. A student who drops a course before the census date applicable to that course does not receive any TA for that specific course.

Refund/Return of TA Calculation:

When a service member ceases attendance in a class during a given term, a calculation of "earned" and "unearned" TA must be completed. All remaining TA is unearned and is returned to the official military branch. As a result of not completing the course, the earned TA may not cover all charges due to Grace College at that time and the student may owe both a balance due to the college and possibly the service branch.

Official Withdrawal from a Course

An official withdrawal occurs when a student completes withdrawal paperwork in the Registrar's office. When a student officially withdraws from a course, the date of withdrawal will be used as the last date of attendance in order to calculate the amount of TA the student is eligible to receive.

Unofficial Withdrawal from a Course

An unofficial withdrawal occurs when a student never attends, stops attending, or stops participating in a course. If a student receives a grade of "F" (failure for nonattendance or nonperformance) for a

course, that is considered an “unofficial” withdrawal. For unofficial withdrawals, Grace College will determine the last date of attendance by reviewing the last date of activity within a course. For online courses, the last date of attendance is based on the last date a student made a contribution to the class or submitted an assignment. For on campus courses, Grace College will work with the professor to determine the last date of attendance. Once the last date of attendance has been determined, Grace College will re-calculate the student’s TA eligibility based on the following formula:

Number of days completed/Total number days of the course/term = Percent earned

Return of funds:

Determining eligibility for TA is course specific. The start and end date for each course will be used to determine eligibility.

Using the calculation formula above, Grace College will return some or all of the TA awarded to service members that did not complete at least 60% of each course; possibly creating a balance on the student account or a balance due to the military service branch. In some instances, a student could owe both RRCC and the military service branch, depending on how much of the term elapsed at the time of withdrawal.