Military Tuition Assistance Refund Procedures

Kilgore College has a published refund policy for all students that follows regulations established by the Texas Higher Education Coordinating Board for Texas Community Colleges.

That policy is published in the appropriate Registration Guide and is as follows:

**Long Semester:**

<table>
<thead>
<tr>
<th>Refund Percentage</th>
<th>Class Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Prior to first Class Day</td>
</tr>
<tr>
<td>70%</td>
<td>First 15 Class Days</td>
</tr>
<tr>
<td>25%</td>
<td>16th through 20th class days</td>
</tr>
<tr>
<td>0%</td>
<td>After 20th Class day</td>
</tr>
</tbody>
</table>

Refunds related to flex terms, including summer terms, will follow the regular refund schedule printed in the Registration Guide and will be based on number of class days in the course or term.

For Students participating in the Military Tuition Assistance Program, refunds for withdrawals before completing 60% of the period of enrollment will be calculated based on a percentage of the calendar days completed divided by the total calendar days in the enrollment period. Students withdrawing after 60% of the semester is completed are not eligible for a refund. Once the refund amount is determined, the difference between the Tuition Assistance that was disbursed and the amount of Tuition Assistance that was earned will be returned to the appropriate military service, and not the student.

**Long Semester, Course Specific Tuition Assistance Refund Schedule:**

\[
\text{Number of days completed} \quad \frac{\text{Total days of the period (start to end date)}}{= \quad \text{percent earned} \times \text{Tuition Assistance Paid}}
\]

Kilgore College will work with service members that stop attending due to a military service obligation in identifying solutions that will not result in a student debt for the returned portion. Military tuition assistance is awarded based on students completing the entire term for which the assistance was awarded. When a student withdraws, they may no longer be eligible for the full amount.

A student must officially drop or withdraw through the Office of Admissions and Registrar. If a student officially withdraws from a course, the date of withdrawal will be used as the last date of attendance. If a scheduled course fails to materialize, the college will return 100% of tuition and fees, with the exception of late and matriculation fees. A matriculation fee will be charged for students who enroll in courses and then completely withdraw from those courses for a particular semester.

If a student does not officially withdraw, and is determined to have never attended, or for any other unofficial withdrawal, the college will determine the last date of attendance by (1) last date of activity within a course, (2) last date a student made a contribution to the class or submitted an assignment, and/or (3) based on instructor’s determination of last date of attendance.
Refund Dates for Unearned TA Policy

1 week Course
Day 1 100% return
Day 2 80% return
Day 3 60% return
Day 4 40% return (60% of the course is completed)
Day 5 0% return

Note: The educational institution's week of instruction is counted as 5 days.

2 week Course
Day 1 100% return
Day 2 90% return
Day 3 80% return
Day 4 70% return
Day 5 60% return
Day 6 50% return
Day 7 40% return (60% of the course is completed)
Day 8 0% return

3 week Course
Day 1 100% return
Day 2 93% return
Day 3 87% return
Day 4 80% return
Day 5 73% return
Day 6 67% return
Day 7 60% return
Day 8 53% return
Day 9 47% return
Day 10 40% return (60% of the course is completed)
Day 11 0% return

4 week Course
Day 1 100% return
Day 2 95% return
Day 3 90% return
Day 4 85% return
Day 5 80% return
Day 6 75% return
Day 7 70% return
Day 8 65% return
Day 9 60% return
Day 10 55% return
Day 11 50% return
Day 12 45% return
Day 13 40% return (60% of the course is completed)
Day 14 0% return

5 week Course
Day 1 100% return
Day 5 84% return
Day 10 64% return
Day 15 44% return
Day 16 40% return (60% of the course is completed)
Day 17 0% return
6 week Course
Day 1  100% return
Day 5  87% return
Day 10 70% return
Day 15 53% return
Day 19 40% return (60% of the course is completed)
Day 20 0% return

7 week Course
Day 1  100% return
Day 5  89% return
Day 10 74% return
Day 15 60% return
Day 20 46% return
Day 21 43% return
Day 22 40% return (60% of the course is completed)
Day 23 0%

8 week Course
Day 1  100% return
Day 5  90% return
Day 10 78% return
Day 15 65% return
Day 20 53% return
Day 25 40% return (60% of the course is completed)
Day 26 0% return
**9 week Course**

Day 1  100% return
Day 5  91% return
Day 10 80% return
Day 15 69% return
Day 20 58% return
Day 25 47% return
Day 26 44% return
Day 27 42% return
Day 28 40% return (60% of the course is completed)
Day 29 0%

**10 week Course**

Day 1  100% return
Day 5  92% return
Day 10 82% return
Day 15 72% return
Day 20 60% return
Day 25 50% return
Day 29 40% return (60% of the course is completed)
Day 30 0%

**11 week Course**

Day 1  100% return
Day 5  93% return
Day 10 84% return
Day 15 75% return
Day 20 65% return
Day 25  56% return
Day 30  47% return
Day 33  42% return
Day 34  40% return (60% of the course is completed)
Day 35  0%

12 week Course
Day 1   100% return
Day 5   93% return
Day 10  85% return
Day 15  77% return
Day 20  68% return
Day 25  60% return
Day 30  52% return
Day 35  43% return
Day 36  42% return
Day 37  40% return (60% of the course is completed)
Day 38  0%

13 week Course
Day 1   100% return
Day 5   94% return
Day 10  86% return
Day 15  78% return
Day 20  71% return
Day 25  63% return
Day 30  55% return
Day 35  48% return
Day 39  42% return
Day 40  40% return (60% of the course is completed)
Day 41  0%

14 week Course
Day 1    100% return
Day 5    94% return
Day 10   87% return
Day 15   80% return
Day 20   73% return
Day 25   66% return
Day 30   59% return
Day 35   51% return
Day 40   44% return
Day 41   43% return
Day 42   41% return
Day 43   40% return (60% of the course is completed)
Day 44   0%

15 week Course
Day 1    100% return
Day 5    95% return
Day 10   88% return
Day 15   81% return
Day 20   75% return
Day 25   68% return
Day 30   61% return
Day 35   55% return
Day 40   48% return
Day 45   41% return
Day 46  40% return (60% of the course is completed)
Day 47  0%

16 week Course
Day 1   100% return
Day 5   95% return
Day 10  89% return
Day 15  83% return
Day 20  76% return
Day 25  70% return
Day 30  64% return
Day 35  58% return
Day 40  51% return
Day 45  45% return
Day 48  41% return
Day 49  40% return (60% of the course is completed)
Day 50  0%

Refund Percentage  Class Days
100%              Prior to first Class Day
70%               First 15 class days
25%               16th through 20th class days
0%                After 20th class day