



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:

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

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:

Number of days completed _____ = percent earned X Tuition Assistance Paid

Total days of the period (start to end date)

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
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0%	After 20th class day