



## AMERICAN UNIVERSITY OF PUERTO RICO

### RETURN OF UNEARNED TUITION ASSISTANCE (TA) FUNDS POLICY

Return of Tuition Assistance: Military Tuition Assistance (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 student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, American University of Puerto Rico will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

Instances when a Service Member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion. The schedule for returning unearned TA to the government will be made as follows:

#### 16-week Course Withdraw submitted - Semester Undergraduate Program

Before class begins	100%	return
During Week 1	94%	return
During Week 2	88%	return
During Week 3	82%	return
During Week 4	76%	return
During Week 5	70%	return
During Week 6	64%	return
During Week 7	58%	return
During Week 8	52%	return
During Week 9	46%	return
<b>During Week 10</b>	<b>40%</b>	<b>return (60% of course is completed)</b>
During Weeks 11- 16	0%	return

#### 9-week Course Withdraw submitted - Trimester Undergraduate Program

Before class begins	100%	return
During week 1	90%	return
During Week 2	80%	return
During Week 3	70%	return
During Week 4	60%	return
During Week 5	50%	return
<b>During Week 6</b>	<b>40%</b>	<b>return (60% of course is completed)</b>
During Weeks 7 - 9	0%	return

#### 4-week Course Withdraw submitted - Summer Undergraduate and Graduate Program

Before class begins	100%	return
During Day 1	95%	return
During Day 2	90%	return
During Day 3	85%	return
During Day 4	80%	return
During Day 5	75%	return
During Day 6	70%	return
During Day 7	65%	return
During Day 8	60%	return
During Day 9	55%	return
During Day 10	50%	return
During Day 11	45%	return
<b>During Day 12</b>	<b>40%</b>	<b>return (60% of course is completed)</b>
During Days 13-20	0%	return


#### 9-week Course Withdraw submitted - Trimester Graduate Program

Before class begins	100%	return
During week 1	90%	return
During Week 2	80%	return
During Week 3	70%	return
During Week 4	60%	return
During Week 5	50%	return
<b>During Week 6</b>	<b>40%</b>	<b>return (60% of course completed)</b>
During Weeks 7 - 9	0%	return

#### Effective Date:

This policy will come into effect in academic year 2019-20, which begins on July 1, 2019, and will null and void all previously existing policies.

Approved by:

  
Juan C. Nazario Torres  
President