

University of St. Thomas Policies

MILITARY TUITION ASSISTANCE REFUND PROCESSES

Policy Number V.01.03

SCOPE

All Staff

PURPOSE

To comply with the Higher Education Act of 1965, as amended in 2008, and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding; to establish policies for the return of Tuition Assistance (TA).

DEFINITION

Military service member is defined as a student who is on active duty in the United States Armed Forces, a Reservist or National Guardsman of the United States Armed Forces.

POLICY/PROCEDURE

1. It is the policy and practice of the University of St. Thomas to comply with the Higher Education Act of 1965, as amended in 2008, to ensure equal education opportunities for all qualified military service members.
2. The University of St. Thomas is committed to ensuring Active Military Service Members are allowed equal access to higher education.
3. The University of St. Thomas will return 100% of TA funds received to the military service for a course in which a service member did not start, regardless if they started other non-TA courses.
4. The University of St. Thomas will return 100% of TA funds received to the military service for a course in which the service member had to withdraw from due to active duty military orders, regardless of the point of term in which they withdrew.

APPROVED: Board of Directors	Date of Original Formation:	09/14/2021
	Revision Number:	00/00/0000
	Revision Date:	00/00/0000
	Effective Date:	12/07/2023

Policy Area:	Veteran Affairs
Policy Committee or Task Force:	NA
Automatic Review Period:	Every 3 Years, September
Next Review Period:	September 2026
Title of Reviewer:	President