



President's
Policy Statement
University Policy Library

Operational Area	Business and Finance
Responsible Executive	Chief Financial Officer and Chief Student Affairs Officer
Responsible Office	Bursar's Office and Veteran and Military Student Services Office
Effective	August 1, 2024

Tuition Assistance (TA) Military 60% Return Policy

Business and Finance

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I. Introduction

- a) **Authority:** Colorado Revised Statutes (C.R.S.) § 23-54-102, *et seq.* (2023) authorizes the Trustees of Metropolitan State University of Denver (“MSU Denver” or “University”) to establish rules and regulations to govern and to operate the University and its programs. The MSU Denver Trustees retain the authority to approve, to administer, and to interpret policies pertaining to University governance. The MSU Denver Trustees authorize the MSU Denver President to approve, to administer, and to interpret policies pertaining to University operations.
- b) **Purpose:** This policy, part of the agreement between the University and the United States Department of Defense, ensures that the University provides refunds for unearned TA funds on a graduated scale, in the event a military-connected student is unable to complete a course, in accordance with Title IV of Public Law 89-329, also known as the Higher Education Act of 1965.
- c) **Scope:** This policy applies to MSU Denver students who utilize Tuition Assistance to pay University tuition and fees.

II. Roles and Responsibilities

- a) **Responsible Executives:** Chief Financial Officer and Chief Student Affairs Officer
- b) **Responsible Administrators:** Bursar and Director, Veteran and Military Student Services
- c) **Responsible Offices:** Offices of the Bursar and Veteran and Military Student Services
- d) **Policy Contact:** Bursar’s Office, 303-615-0070, bursar@msudenver.edu



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III. Policy Statement

In accordance with U.S. Department of Defense (DOD) Instruction 1322.25 and the DOD Voluntary Education Partnership Memorandum of Understanding (MOU) Between DOD Office of the Under Secretary of Defense for Personnel and Readiness and Metropolitan State University of Denver, the University will return any unearned TA funds on a proportional basis. The University will return any unearned TA program funds on a proportional basis through the 60 percent course completion period for which the TA funds were provided. If the funds were not billed to the military department at the time the withdrawal occurs, the University will report the change of enrollment and reduce the course costs down to zero on the billing line. The return of any TA program funds will be returned directly to the military department, not the service member.

IV. Procedures

- a) Any course Officially Dropped by the published drop date for respective Part of Term, will result in 100% Tuition Assistance (TA) refund to the Military Service Branch. The following proportional chart will be followed for each respective Part of Term for Official Drops and Official Withdrawals: (does not include military leave).

Official Drop up through published drop date:	100% return of TA dollars
Official Withdrawal up to 26% of Part of Term:	75% return of TA dollars
Official Withdrawal up to 39 % of Part of Term:	50% return of TA dollars
Official Withdrawal up to 50% of Part of Term:	25% return of TA dollars
Official Withdrawal up through 60%:	10% return of TA dollars
Official Withdrawal occurring after 60%:	0% return of TA dollars

- b) Official Withdrawals prior to completion of more than 60% may result in a balance due to MSU Denver from the military member, for the return of TA dollars, as well as any other charges the student is responsible for outside of the TA dollars.
- c) Student stopped attending but did not Withdraw from course:
 - i) No funds will be returned to the Military Service Branch. MSU Denver retains 100% of TA received for the class.
 - ii) Grade received will be posted in GoArmyEd / AF Portal.



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V. Related Information

- U.S. Department of Defense (DOD) Instruction 1322.25
- DOD Voluntary Education Partnership Memorandum of Understanding (MOU) Between DOD Office of the Under Secretary of Defense for Personnel and Readiness and Metropolitan State University of Denver
- Title IV of Public Law 89-329, Higher Education Act of 1965

VI. Policy History

- Effective: August 1, 2024
- Revised: N/A
- Review: This policy will be reviewed every three years or as deemed necessary by University Leadership.

VII. Policy Approval

Janine Davidson, Ph.D.
President, Metropolitan State University of Denver

N/A
Chair, Board of Trustees, Metropolitan State University of Denver