

MILITARY REFUND POLICY FOR TUITION ASSISTANCE (TA)

Institutional refund policy will be followed for the first 2 weeks of the semester where a 100% refund of tuition and fees are made. TA funds would not be billed for those courses that are dropped during this period or if funds have been received funds will be returned to the Military Service not to the service member.

Returns of any unearned TA funds on a proportional basis through at least the 60 percent portion of the period for which the funds are provided will be returned to the Military Service upon drop or receipt of debt letter. Northwest understands that TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

In those instances when a Service member stops attending due to military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion. Returns of any TA funds will be made directly to the Military Service, not the Service member.

Examples:

16-Week Course Withdraw submitted: • before or during weeks 1–2 = 100% return • during weeks 3–4 = 75% return • during weeks 5–8 = 50% return • **during weeks 9–10 = 40% return** • during weeks 11–16 = no return

8-Week Course Withdraw submitted: • before or during week 1 = 100% return • during week 2 = 75% return • during weeks 3–4 = 50% return • **during week 5 = 40% return** • during weeks 6–8 = no return