

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 that assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

Students who use Tuition Assistance (TA) are expected to remain enrolled in the course for its entire duration. If a student using TA withdraws or stops attending, the student may no longer be eligible for the full amount of the benefit that was originally authorized. To remain in compliance with the Department of Defense's (DOD) policy, Passaic County Community College (PCCC) will return any unearned TA funds through at least 60% mark of the course on a prorated basis. The amount of unearned TA that is returned is based on student-initiated date of withdrawal.

In instances when a Service member stops attending due to a military service obligation, Passaic County Community College will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion. The Service member will need to provide proper documentation supporting the requirement to withdraw to meet your commitment.

After 60% of the course has passed, TA will not be evaluated for a return to the DOD. As an institution, we will bill the DOD after 60% of the course has passed to reduce the amount of incorrect TA funds being disbursed by the DOD to Passaic County Community College. We will only bill for the amount the student earned given their enrollment.

The unearned funds will be returned according to the following schedule:

Course Length	100% return of funds	50% return of funds	0% return of funds	Week marking 60% completion
15-week	During weeks 1-2	During weeks 3-4	After week 4	Week 9
12-week	During week 1-2	During week 3-4	After week 4	Week 7
7-week	During week 1	During week 2	After week 2	Week 5
6-week (summer)	During week 1	During week 2	After week 2	Week 4
8-week (summer)	During week 1	During week 2	After week 2	Week 4
3.5 week (winter session)	During week 1	N/A	After week 1	Week 2