



Office of Financial Services

25 June 2026

MEMORANDUM FOR RECORD

SUBJECT: University Policy on the Return of Unearned DOD Tuition Assistance Funds

1. As an educational institution in partnership with the Department of Defense (DOD) for receiving tuition assistance (TA) funds in support of military service members and DOD civilian employees pursuing undergraduate and advanced degrees at Southern Nazarene University (SNU), the following university policy on returning unearned DOD tuition assistance funds applies to both SNU colleges, the College of Professional and Graduate Studies and the College of Undergraduate Studies.

2. SNU is required to maintain this university policy and will calculate return of unearned TA funds in accordance with its signed DOD MOU.

3. The College of Professional and Graduate Studies (PGS) financial service offices will return unearned TA funds back to the DOD in accordance with its course withdrawal policies as outlined below. The College of Professional and Graduate Studies offer courses that are 5, 6, and 8 weeks long.

a. Prior to Week 1 of any course (0% complete), if service member/DOD civilian employee drops from the class, the university will return back 100% of any unearned TA received to the respective DOD military service.

b. During Week 1 of any course (20%, 17%, 12% complete of 5, 6, 8-week courses), if service member/DOD civilian employee drops from the class, the university will return back 100% of any unearned TA received to the respective DOD military service.

c. Week 2 of any course (40%, 33%, 25% complete of 5, 6, 8-week courses), if service member/DOD civilian employee did not attend Week 1 and Week 2 classes, the student is administratively dropped from the course. The university will return back 100% of any unearned TA received to the respective DOD military service.

d. Week 2 or Week 3 of any course (40%, 33%, 25% complete thru 60%, 50%, 37% complete of 5, 6, 8-week courses), if service member/DOD civilian employee drops from the class, the university will not return any unearned TA received to the respective DOD military service.

e. Week 4 of an 8-week course (50% of 8-week course), if a service member/DOD civilian employee drops from the class, the university will not return any unearned TA received to the respective DOD military service.

f. Week 4 and thereafter for 5, 6-week courses (80%, 66% complete thru 100%, 100% of 5, 6-week courses) a service member/DOD civilian employee can no longer withdraw from the course, and the university will not return any unearned TA received to the respective DOD military service.



g. Week 5 and thereafter for an 8-week course (60% complete thru 100% of 8-week course) a service member/DOD civilian employee can no longer withdraw from the course, and the university will not return any unearned TA received to the respective DOD military service.

4. The College of Undergraduate Studies (TRAD) financial service offices will return unearned TA funds back to the DOD in accordance with its course withdrawal policies as outlined below. The College of Undergraduate Studies offers 16-week courses over a traditional 2 semester academic year.

a. Any student receiving DOD TA is required to meet with an appropriate official from the Office of Financial Services before completing withdrawal.

b. Tuition charges are prorated over a 5-week period of each semester starting from the first day of classes. The return of any unearned DOD TA funds is prorated only during the first 5-week class period. All charges are upheld at 100% after the first 5 class weeks (30% complete thru 100% complete of a 16-week course).

c. Service member/DOD civilian employee *withdrawals from a course*, the following return proration of unearned DOD TA funds will be used. If a student completely withdraws within the:

i. First 10 class days – the university will return 100% of unearned TA to the respective DOD military service.

ii. 11-15th class days – the university will return 80% of unearned TA to the respective DOD military service.

iii. 16th-20th class days – the university will return 60% of unearned TA to the respective DOD military service.

iv. 21st- 25th class days – the university will return 40% of unearned TA to the respective DOD military service.

v. 26th-30th class days – the university will return 20% of unearned TA to the respective DOD military service.

vi. 31st day of class and beyond (30% complete thru 100% complete of a 16-week course) – the university will not return any unearned TA received to the respective DOD military service.

d. Service member/DOD civilian employee *drops a course*, the following return proration of unearned DOD TA funds will be used. If a student drops a class within the:

i. First 10 class days – the university will return 100% of unearned TA to the respective DOD military service.

ii. 11-15th class days – the university will return 80% of unearned TA to the respective DOD military service.



iii. 16th-20th class days – the university will return 60% of unearned TA to the respective DOD military service.

iv. 21st-24th class days – the university will return 40% of unearned TA to the respective DOD military service.

v. 25th day of class and beyond (30% complete thru 100% complete of a 16-week course) – the university will not return any unearned TA received to the respective DOD military service.

5. Point of contact for this university policy is the undersigned at office: (405) 491-6307 or email: anpalmer@snu.edu. Additional contact for this university policy is Mr. Mark Nadig, Director, Office of Veterans Services at office: (405) 717-6299 or email: mnadig@snu.edu.

A handwritten signature in black ink, reading "Angela D. Palmer". The signature is fluid and cursive, with a long horizontal stroke at the end.

Angela D. Palmer
Executive Director, Financial Services