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**Palomar College
Tuition Assistance Standard Operating Procedures**

The following are the Palomar College policies and procedures regarding Tuition Assistance:

Step 1: Palomar College receives an approved Tuition Assistance voucher from a student.

Step 2: College staff will annotate student's account with a 3rd Party Service Indicator showing them as being a recipient of Tuition Assistance. This Service Indicator will prevent the student from being dropped due to non-payment.

Step 3: During the last week of each term the Cashier's Office will run a query to determine which Tuition Assistance students have received a financial aid tuition waiver (California College Promise Grant). Since these students will no longer have tuition owed, the Tuition Assistance Service Indicator will be removed from their Palomar College account. The student will be notified that it is their responsibility to cancel their Tuition Assistance with the Department of Defense.

Step 4: At the conclusion of each term, course grades will be posted on the student's Palomar College account by their respective faculty.

Step 5: Within 30 days of the conclusion of each term, the Cashiers Office will invoice the Department of Defense for each student's tuition based on their approved Tuition Assistance voucher.

Step 6: Within 30 days of the conclusion of each term, all grades will be inputted into the WebTA Portal.

Note 1: In accordance with Title IV of the Department of Education Section 484B (Institutional Refunds), if a student drops a course after the refund period but before 60% of the term length, Palomar College will:

- Calculate the percentage of earned tuition by dividing the total number of calendar days comprising the payment period or period of enrollment for which assistance is awarded into the number of calendar days completed in that period as of the day the student withdrew.
- Invoice the Department of Defense the amount of earned tuition. The remaining balance will then be the responsibility of the student to pay the college.
- Report the applicable grade onto the student's WebTA Portal.
- If any tuition had been paid by the Department of Defense on behalf of the student for the course, the college will reimburse the Department of Defense the amount of unearned tuition as it pertains to Title IV of the Department of Education Section 484B (a)(3)(B) PERCENTAGE EARNED.

Note 2: In accordance with Title IV of the Department of Education Section 484B (Institutional Refunds), if a student drops a course 60% of the term length or later, the student will have earned 100% of funds. Therefore, Palomar College will invoice the full amount of tuition to the Department of Defense and the applicable grade will be posted onto the student's WebTA Portal.

Note 3: Military Withdrawal Policy: Members of an active or reserve military service who receive orders compelling a withdrawal from courses will be permitted withdrawal at any time during the semester. Upon verification of such orders, the grade symbol MW will be assigned after the "no notation" period. The MW will not be counted in progress probation or dismissal calculations and will not have any adverse effect on the student academic record or enrollment status. Upon petition, the student will also receive a refund of the entire enrollment fee.