EXECUTIVE VICE PRESIDENT—
CHIEF FINANCIAL OFFICER

OFFICE OF THE PRESIDENT
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November 6, 2024

CHANCELLORS

Re: Compliance with the Department of Defense Tuition Assistance (TA) Program, Return of Unearned TA Funds

Dear Colleagues,

I am writing to provide guidance on the return of unearned Tuition Assistance (TA) funds to comply with the Department of Defense requirements regarding its TA Program, which provides tuition reimbursement for eligible students who are Active Duty, Reserve, and National Guard service members. In accordance with DoDI 1322.25, campuses are to post on their website schedules for the return of "any unearned TA funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending."

Accordingly, campuses are to post schedules that meet the following criteria:

1. Title the schedule "DOD Unearned Tuition Assistance Return Schedule;"
2. Separate schedules for different enrollment periods, for example, one for quarter-long programs and one for semester-long programs;
3. Each schedule must identify the total number of days in the term; and
4. There must be a specific day that identifies the return at the 60% point in the term in which 25% of unearned TA is returned.

Displays 1 and 2 are examples of the criteria applied to quarter- and semester-long programs:

Display 1
DOD UNEARNED TUITION ASSISTANCE RETURN SCHEDULE

QUARTER PROGRAMS (70 Days of Instruction)	
Day(s)	**Unearned TA Returned**
0-1	100%
2-7	90%
8-18	50%
19-41	25%
42	25% (60% of course is completed)
43-70	0%

Display 2
DOD UNEARNED TUITION ASSISTANCE RETURN SCHEDULE

SEMESTER PROGRAMS (105 Days of Instruction)	
Day(s)	**Unearned TA Returned**
0-1	100%
2-11	90%
12-27	50%
28-62	25%
63	25% (60% of course is completed)
64-105	0%

For academic programs that use other periods of instruction, such as various professional school programs, campuses are to post schedules specific to those enrollment periods that meet the criteria above and modeled after the following schedule, in which "XX" refers to specific days:

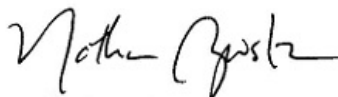**DOD UNEARNED TUITION**
ASSISTANCE RETURN SCHEDULE

[LIST PROGRAM LENGTH or TITLE] (XX Total Days of Instruction)	
Day(s)	**Unearned TA Returned**
0-1	100%
XX-XX (Day 2 to 10% elapsed)	90%
XX-XX (11%-25% elapsed)	50%
XX-XX (26%-59% elapsed)	25%
XX (60% elapsed)	25% (60% of course is completed)
XX-XX (61%-100% elapsed)	0%

The guidance on the return of unearned TA funds supplements guidance on the per-unit Tuition rates for TA recipients.

If you have any questions about implementing schedules on the return of unearned TA funds or unit-based tuition charges, please contact Caín Díaz, Associate Vice President for Budget Analysis and Planning (cain.diaz@ucop.edu).

Thank you for your assistance in ensuring that service members can continue to use this education benefit at the University of California.

Sincerely,

Nathan Brostrom
Executive Vice President and Chief Financial Officer

cc: President Drake
        Provost and Executive Vice President Newman
        Vice President Gullatt
        Associate Vice President Díaz
        Vice President and Chief of Staff Kao
        Chief Policy Advisor McAuliffe