

# WALLACE STATE

## HANCEVILLE • ONEONTA

### Tuition Assistance Program (TA)

#### General Information

Military Tuition Assistance (TA) is exclusive to currently serving members of the Armed Forces. If your ETS date falls during the academic semester you will not get TA for that semester. TA is requested on a course-by-course basis and each course must be part of an approved degree program. TA cannot be used for a lateral degree (you cannot use TA to earn a 2nd associates degree, certificate, or short certificate respectively)

TA can be reimbursed for up to 100% of the course cost, not to exceed \$250 per credit hour; up to \$4500 per fiscal year applies for Air Force, Navy, Marines and Coast Guard. Army cannot exceed \$250 per credit hour; up to \$4000 per fiscal year and Coast Guard cannot exceed \$250 per credit hour; up to \$2250 per fiscal year. (Fiscal year resets on October 1). TA may NOT cover all course fees. TA can be used in conjunction with the MGIB 1606 GI Bill®, but with some restrictions; contact the Wallace State Community College Office of Veterans Affairs for guidance at 205-352-8255 or email [va@wallacestate.edu](mailto:va@wallacestate.edu).

TA requests should be completed **PRIOR** to the start of the semester. Each military service branch has its own deadline. You must clear all prior balances and holds with the college to confirm your schedule each term.

For additional information or assistance contact the Cashier's Office at 256-352-8141 or [cashier@wallacestate.edu](mailto:cashier@wallacestate.edu).

#### To Apply for Tuition Assistance:

1. Speak with your education officer, career counselor, or benefits incentive specialists with your respective branch of service to ensure you are eligible for Tuition Assistance.
2. Gain approval from your commander to attend classes at Wallace State Community College prior to enrollment.
3. See your base Education Services Officer (ESO) prior to enrolling for classes at Wallace State Community College.

4. Follow specific instructions for your military service branch regarding how to request Tuition Assistance for your course(s). Take note of the TA application instructions/deadlines specific to your branch and Wallace State College academic calendar to ensure your request is processed in a timely manner. Links to apply for TA for each military branch can be found below:

- [Army, Army Reserve, Army National Guard](#)
- [Air Force, Air Force Reserve, Air National Guard–Military Tuition Assistance Program](#)
- [Coast Guard–Tuition Assistance \(uscg.mil\)](#)
- [Marine Corps Tuition Assistance Guidelines – Marine Corps Community](#)
- [Navy–Navy COOL – Navy Tuition Assistance Program](#)

### **Contacts for TA/VA Students**

#### **Tuition Assistance**

- The Point of Contact (POC) for TA students is Jackie Arnold 256-352-8255 [jackie.arnold@wallacestate.edu](mailto:jackie.arnold@wallacestate.edu)
- The alternate POC is Brittany Couey 256-352-7854. [brittany.couey@wallacestate.edu](mailto:brittany.couey@wallacestate.edu)

#### **Academic Advising**

- The POC for general academic advising for VA students at all campuses is Donny Ingram. 256-352-8316 [donny.ingram@wallacestate.edu](mailto:donny.ingram@wallacestate.edu).

For programmatic advising for AAS, Certificate, and Short Certificate Career/Professional Programs, students are recommended to contact the assigned department advisors/head/dean. Contacts for individual programs can be found by visiting [programs](#), choosing the appropriate program, and select the option for Faculty/Staff/Advisors among the menu options.

#### **Job Search Support**

- The POC is Christina Holmes 256-352-8120 [christina.holmes@wallacestate.edu](mailto:christina.holmes@wallacestate.edu)
- More information regarding the WSCC Career Services can be found at [here](#)

#### **Student Accounts/Business/Cashiers Office**

- The POC is Kim Kahler. 256-352-8141 [kim.kahler@wallacestate.edu](mailto:kim.kahler@wallacestate.edu).
- The alternate POC is [cashier@wallacestate.edu](mailto:cashier@wallacestate.edu)

- More information regarding the WSCC Business/Cashier's Office can be found at [here](#).

## Financial Aid Office

Title IV Funding is handled in the Financial Aid Office.

- The POC for Financial Aid is Jackie Arnold.  
256-352-8255, [jackie.arnold@wallacestate.edu](mailto:jackie.arnold@wallacestate.edu).
- The alternate POC is [finaid@wallacestate.edu](mailto:finaid@wallacestate.edu)
- More information regarding the WSCC Financial Aid Office can be found at [here](#).

## Disability Services

- The POC is Lisa Smith [lisa.smith@wallacestate.edu](mailto:lisa.smith@wallacestate.edu).
- More information regarding the WSCC ADA Office can be found at [here](#).

## Return of Unearned Military Tuition Assistance Funds

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.

When a student withdraws, the student may no longer be eligible for the full amount of TA funds awarded at the start of the semester in question. To comply with the Department of Defense policy, Wallace State Community College will return any unearned Military TA funds on a proportional basis through at least the 60% portion of the term for which they were provided.

The Department of Defense memorandum (DoD Mou) of understanding return policy for Veteran Tuition Assistance funds rules aligns with the return of unearned student aid rules applicable to Federal student aid as required under section 484B of the Department of Education Title IV of the Higher Education Act of 1965.

## Schedule for Returning Unearned Tuition Assistance (TA)

### *16-Week Course Withdrawal*

Week of Class	Return Amount
Before or During Week 1	100% return
During Week 2	90% return

During Week 3	80% return
During Week 4	70% return
During Week 5	60% return
During Week 6	50% return
During Week 7	40% return
During Week 8	30% return
During Week 9	20% return
During Week 10	10% return (60% of course is completed)
During Weeks 11-16	0% return

### ***8-Week Course Withdrawal***

<b>Week of Class</b>	<b>Return Amount</b>
Before or During Week 1	100% return
During Week 2	80% return
During Week 3	60% return
During Week 4	40% return
During Week 5	20% return (60% of course is completed)
During Weeks 6-8	0% return

### ***5-Week Course Withdrawal***

<b>Days of Class</b>	<b>Return Amount</b>
1-7 Days	100% return
8 Days	77% return
9 Days	74% return
10 Days	71% return
11 Days	69% return

12 Days	66% return
13 Days	63% return
14 Days	60% return
15 Days	57% return
16 Days	54% return
17 Days	51% return
18 Days	49% return
19 Days	46% return
20 Days	43% return
21 Days	40% return
22-35 Days	0% return

Any unearned Military TA funds will be returned directly to the military service, not to the service member. The calculation of the return may result in the service member owing a balance to the college. If the service member withdraws due to a military service obligation, the college will work with the service member to identify a solution that will not result in a student debt for the returned TA portion. If a service member withdraws after the 60% portion of the term, all military TA will be considered earned.