

Recoupment Acknowledgement

1. **PURPOSE:** To provide an opportunity for each Soldier requesting tuition assistance to acknowledge the conditions under which recoupment will occur. The Soldier must acknowledge having read the Recoupment Procedures upon logging on to the Human Resources Command – St. Louis Website.
2. **APPLICABILITY:** This Recoupment Acknowledgement applies to all Army Reserve Soldiers who fail to successfully complete courses funded through the Army Reserve Volunteer Education Program.
3. **REQUIREMENTS FOR RECOUPMENT:** Recoupment procedures will be initiated when:
 - a. The Soldier withdraws because of official separation, confinement, or similar administrative action by the commander for disciplinary or fraudulent causes.
 - b. The Soldier withdraws from or fails to complete a course for personal reasons.
 - c. The Soldier receives a failing grade (F) for academic reasons as well as non-attendance reasons.
 - d. The Soldier fails to make up an “incomplete” grade within the time limits stipulated by the institution or 120 days after the completion of the class, whichever comes first.
 - e. The Soldier fails to submit grades within 30 days after course completion date.
 - f. The Soldier withdraws after the drop/add date.
 - g. The Soldier voluntarily leaves the Army Reserve prior to completing the TA obligation.
 - h. The Soldier involuntarily leaves the Army Reserve (i.e., Court
 - i. Martial). The Reserve Component Commissioned Officer must have at least 4 years of Selected Reserve service remaining from the date of completion of the course for which TA is provided (10 USC 2007). Reserve Component Officers who fail to meet this requirement because they voluntarily separate or are discharged for misconduct before they complete their service obligation are required to reimburse the Army Reserve the amount of TA that represents the unserved portion of the 4 year obligation as agreed upon in signing the DA Form 2171-E.
 - j. Exceptions to policy will be made when the Commander determines that extenuating circumstances prevented the Soldier from completing the scheduled course(s).
4. **FORMS REQUIRED:** Forms to be used for recoupment are:
 - **SF 1034** - Public Voucher for Purchase and Services Other than Personal

- **DD 139** - Finance Recoupment Form used for non-payment
- **DD Form 1131** - Cash Collection Voucher for voluntary repayment.

5. **The Army Reserve Regional Director of Education (ARRDOE):** The ARRDOE will determine if recoupment is required through evaluation of documentation (i.e., Commander's request for waiver). If the ARRDOE determines that recoupment is required, the following will be given:

- a. Recoupment reason
- b. Recoupment amount
- c. Soldier information
- d. Recoupment status

6. The ARRDOE will ensure that the Soldier is aware of the recoupment procedures with the Statement of Understanding (which must be electronically acknowledged by the Soldier before TA is issued.). The ARRDOE will forward a letter through email to the Soldier's AKO account notifying him/her that recoupment will occur if payment is not received. If the Soldier fails to refund tuition assistance owed, formal garnishment procedures will be initiated with the Defense Finance and Accounting System (DFAS).