

Policy

Policy Title: Tuition Refund Policy

Accountable Dean or Director:

Senior Associate Dean for Enrollment Services

Reviewed By:

Curriculum and Policy Subcommittee (CAPS)

Approved By:

Executive Oversight Committee

Approval Date:

TBD

RELEVANT LCME STANDARDS:

12.2 Tuition Refund Policy

PURPOSE AND SCOPE:

To provide policy and procedure for tuition refund.

TUITION REFUND POLICY:

Students who withdraw from the medical school will be charged tuition from the first day of the current term to the effective date of the withdrawal as recorded by the Registrar. The effective date of the withdrawal will be used to determine if a tuition refund is applicable and the amount of the refund.

In accordance with federal guidelines and tuition refund policy, students who withdraw from the medical school will be charged tuition from the first day of classes to the effective date of the withdrawal as follows:

- first week of the term: 100% Refund
- Second week of the term: 75% Refund
- Third week of the term: 50% Refund
- Fourth week of the term: 25% Refund
- After the Fourth week of the term: 0% Refund

The count of days includes all weekdays, weekend days and holidays that fall within the term. All student fees are non-refundable. Health insurance fees are charged at the beginning of each semester and are not refunded once the applicable period to waive has ended.

Withdrawn students who received financial aid will also have their aid reevaluated and may be required to pay a portion of the financial aid back or otherwise may owe a balance to the

institution after a Return to Title IV funds calculation is completed with the Department of Education for all federal funding. The balance due, if any, will be determined by a combination of the medical school Tuition Refund Policy and Return to Title IV Federal calculation. This calculation is determined based on the number of days within the term that the student attended.