POLICY NAME: Tuition Refund

Responsible Party: Office of Student Affairs

Applies To CMED: □ Faculty □ Students □ Residents □ Staff □ Administration

Approval Date: 2/17/16 CurrComm
□ Policy □ Procedure

POLICY:

For students who withdraw prior to the first day of classes, 100% of tuition will be issued. Once classes begin, refunds will be calculated as follows:
   • A refund of 100% for withdrawal during the first week of the term
   • A refund of 50% for withdrawal during the second through fourth week of the term
   • No refund will be made after the fourth week of the term

DEFINITIONS:

A leave of absence (LOA) is an approved leave from the medical school for a definite period of time, not to exceed one year.

PROCEDURES:

A student taking an LOA will be charged in accordance with the above refund policy. If an LOA occurs after the fifth week of the term, the student will be charged full tuition for the term in which the leave commences. When a student returns to the medical school to complete and unfinished term, the student will not pay tuition for the remaining months of that term. The student will have been charged full tuition for the entire term prior to his/her leave. For example, if a student leaves mid-fall term of 2010 and returns to complete the fall term in 2011, that individual will be charged full tuition prior to the leave, but will not be charged tuition upon return to complete the fall term.
When a student takes a LOA between the third and fourth year and enrolls in rotation(s) that occur between July 1st and September 1st, the student will be charged a pro-rated tuition for credits taken during this time. Upon return, tuition will be adjusted so that the student pays no more than one full tuition amount for that semester, assuming that the student is taking less than a full workload. Should a returning student want to take on additional credit hours, full tuition will be charged in addition to the pro-rated tuition charged prior to the LOA.

A student who repeats coursework due to failure will not be charged additional tuition to repeat the failed course(s).

CMED reserves the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.