
POLICY NAME: Tuition Refund

Responsible Party: Office of Financial Aid

Applies To CMED: Faculty Students Residents Staff Administration

Approval Date: 1/9/2020

Policy Procedure

PURPOSE:

The purpose of this policy is to protect the financial interest of students who may need to withdraw, take a leave of absence (LOA), or are dismissed from the CMU College of Medicine.

POLICY:

Occasionally, a student may need to withdraw, take an LOA, or be dismissed from all classes during a semester. Students are billed for tuition on a semester basis. Once classes begin, refunds will be calculated as follows:

- 1-2 weeks: Full Refund
- 3-4 weeks: 50% Refund
- After 4th week: No Refund

A student withdrawing, taking a LOA, or who are dismissed will follow the above refund policy. A week is defined as period of seven consecutive calendar days. CMED fees charged at the beginning of the semester are not eligible for a refund. Please see the Student Handbook section “Refund Policies for University Charges” for details on receiving refunds for University fees.

When a student is required to repeat any academic course work, the student will pay full tuition for the repeated credits.

The College of Medicine is required to follow federal guidelines regarding refunds of financial aid in the event that a student withdraws, is dismissed or takes a leave of absence. The College of Medicine financial aid office will provide students with details of their earned and unearned federal Title IV financial aid.

Students will be provided with instructions related to repaying the funds to CMU or to the federal government. Students are strongly encouraged to contact the College of Medicine

financial aid office prior to withdrawing from classes to obtain information on the financial effects of withdrawing.

A full (100%) fee adjustment for tuition and mandatory fees will be provided to students called to active military or National Guard service during the semester

Policy History	
8/1/2013	Initial approval by Curriculum Committee
2/17/2016	Revised and approved by Curriculum Committee
8/27/2018	Revised and approved by SAD/Academic Affairs and CMU Academic Administration
1/9/2020	Revised and approved by SAD/Academic Affairs and CMU Academic Administration