1) GENERAL POLICY STATEMENT

*Tuition Refunds for Withdrawals*

T1 or T2 students who withdraw from the MD program or from a year of coursework for any reason will receive a 100% tuition and fees refund for the semester if withdrawal occurs within two weeks after the start of the fall or spring semester. Note: In the fall of their T1 year, incoming medical students will forfeit their commitment deposit even if they meet the 100% refund deadline.

T3 or T4 students who withdraw from the MD program will receive a 100% tuition and fees refund if withdrawal from the program within two weeks after the start of the semester.

For T1 or T2 students, if withdrawal occurs after two weeks, yet prior to four weeks, students receive a 50% refund of current tuition charges. Students are responsible for all fees.

For T1 or T2 students, if withdrawal occurs after four weeks, yet prior to eight weeks, students receive a 25% refund of current tuition charges. Students are responsible for all fees.

Students who withdraw from individual courses for medical reasons will be expected to pay all tuition and fees for repeated courses providing the student has completed at least 50% of the course.

*Off-Cycle and Leave of Absence Billing*

T1 and T2 students who take a leave of absence that does not require them to withdraw from a course that is in progress, or whose academic progress is otherwise “off cycle,” will have their tuition charges
reviewed on a case-by-case basis during the affected semesters. Tuition charges are generally pro-rated to account for off-cycle coursework. Students are responsible for all fees during all semesters of enrollment.

T3 and T4 students who begin or end a leave of absence in the middle of a semester will have their tuition charges reviewed on a case-by-case basis during the affected semesters.

In general, tuition for students making *satisfactory academic progress* is capped at four years (or eight semesters). Tuition for students who take leaves of absence in the T3 or T4 year is front-loaded: that is, students may be charged a full semester of tuition if their leave begins in the middle of the semester. However, students may not be charged tuition in their final semester if they have already paid eight semesters. Fees are not capped or credited: students will be able to benefit from the resources that fees pay for, even if students have reached their tuition “cap.”

In general, tuition for students who need to repeat courses or rotations because of academic deficiencies will be assessed tuition on a pro-rated basis for the requirements they must repeat. Students repeating courses or rotations because of academic deficiencies will be assessed full fees during each semester of enrollment.

**Other Refunds**

*Academic and activity fees:* There are no refunds for recreation center fees, campus health fees, activity fees, or academic services fees after the 100% refund deadline has passed.

*Health Insurance fees:* There are no refunds on health insurance purchased through the university, but the policy is portable for the period covered. Students should contact the Tulane Student Health Insurance administrators for more details.
Parking fees: On-campus parking is typically paid on a monthly basis. No refunds are offered for partial month usage. Students should contact the Tulane Parking Office for details about their parking contract.

Deming Housing: Deming housing is billed on a semester basis. Students should refer to the Deming contract and contact Deming Pavilion administrators for more details.

a) Scope: This policy applies to all students in the MD program.

b) Responsible Department/Party/Parties:
   i. Policy Owner: Office of Admissions & Student Affairs
   ii. Procedure: Office of Admissions & Student Affairs/Registrar
   iii. Supervision: Office of Admissions & Student Affairs

3) Review/Revision/Implementation
   a) Review Cycle: This policy shall be reviewed by the Student Professionalism and Promotion Committee at least annually from the effective date.
   b) Office of Record: After authorization, the Office of Student Affairs shall house this policy and shall be the office of record for this policy.

4) Related Policies
   Not applicable

5) Governing Law or Regulations
   Not applicable

6) Attachments
   Not applicable