

	Policy on Tuition and Refunds (LCME Element 12.2)	Effective Date:	September 2018
		Current Date:	
		Contact:	Office of Admissions & Student Affairs
Approved By: Committee on Student Affairs		Date Approved:	September 2018

1) GENERAL POLICY STATEMENT

Tuition Refunds

Fall Billing Cycle

Entering first year students will receive full tuition and fees refund (less the \$500 admission fee) if withdrawal occurs within two weeks after the start of the academic year.

All upperclassmen will receive a full tuition and fees refund if withdrawal occurs within two weeks after the start of the academic year. Withdraws from individual courses for medical reasons will be expected to pay for the repeated course providing the student has completed at least 50% of the course.

Spring Billing Cycle

All students will receive a full tuition and fees refund for a billing cycle if withdrawal occurs with two weeks after the start of the spring semester billing cycle.

All Billing Cycles

If withdrawal occurs after two weeks, yet prior to four weeks, students receive a 50% refund of current tuition and fee charges.

If withdrawal occurs after four weeks, yet prior to eight weeks, students receive a 25% refund of current tuition and fee charges.

Off-Cycle and Leave of Absence Billing

Students who take a leave of absence or whose academic progress is otherwise “off cycle” 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). Students may be charged a full semester if their leave begins in the middle of the semester; however, students may not be charged in their final semester if they have already paid eight semesters. Fees are assessed on a case-by-case basis and are often not 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. Generally, students repeating courses or rotations because of academic deficiencies will be assessed full fees.

Other Refunds

Health Insurance: There are no refunds on health insurance purchased through the university, but the policy is portable for the period covered.

Parking: Parking is typically paid on a monthly basis. No refunds are offered for partial month usage.

Deming Housing: Deming housing is billed on a semester basis. Refer to the Deming contract for refund information.

a) Scope: This policy applies to all medical students.

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