

REFUND POLICIES FOR MEDICAL STUDENTS

Refund of Tuition Payment Before Matriculating

Entering students who have paid charges for the first billing period who elect to withdraw **before the start of classes**, will be assessed an administrative fee of \$100. The balance of the paid expenses will be refunded.

Tuition Refund Policy for Students Who Withdraw or Who Initiate A Long-Term Leave Of Absence

Students who withdraw or who initiate a long-term Leave of Absence during an academic year are obligated to pay full tuition, if the period of their enrollment has been 60% or longer of an academic term. If the date of their official withdrawal occurs **before the first 60% of a term** a pro rata cost of tuition reduction will be calculated based on the number of days remaining in the enrollment period. The calculation of "earned tuition" charges will consist of the number of days of student status divided by the number of days in the enrollment period.

For example, if a student withdraws on the 65th day of a term of 135 days (48% of the term), the charge would be 48% of prevailing tuition costs and the refund would be 52% of the tuition charge. If the student withdrew on the 81st day of that term or later, **there would be no refund**, since the 60% point of that term had been reached.

The **date of withdrawal** is determined by the date that the Offices of Medical Education of the School of Medicine and Dentistry receives written notification from the student. The adjustment of charges and all refund calculations are done by the Bursar's Office upon receipt of a change-of-status form from the Registrar's Office.

Return of Financial Aid Funds

If, upon withdrawal or initiation of a long-term leave of absence from school, a student has received any financial aid other than Federal Work-Study, federal regulations dictate that the "unearned" funds be returned in the following order:

- unsubsidized Federal Stafford loans
- subsidized Federal Stafford loans
- Federal Perkins loans
- any other Title IV programs
- U.S. Health and Human Services programs
- institutional financial assistance programs
- privately funded grants or scholarships
- the student

Unearned funds are determined by a calculation based on the number of days remaining in the billing term.

State scholarship funds are refunded or prorated according to the specific regulations of the sponsoring state. New York State Tuition Assistance Program (TAP) payments are not normally prorated, and a student withdrawing before incurring full tuition liability is not credited with a TAP award.

Refunds are calculated according to Department of Education guidelines to ensure fair and equitable assessment for all students. Federal guidelines, a calendar of applicable dates for each class and examples of refund calculations are on file in the Bursar's Office and may be studied upon request.

Credit Refunds

If a credit balance remains on a student account after billed tuition and fees are fully paid, the credit will automatically be refunded to the student. The Bursar's Office requests checks on a daily basis, but one must anticipate a 5-8 day processing period before a refund check will actually be available. Students preferring to have a credit balance carried over and applied to the next billing period's payment may file a Request for Disposition of Credit on Student Account form in the Bursar's Office.