Appendix 12.2.2 Policy on Tuition Charges and Refunds

Whole Health School of Medicine

Policy on Tuition Charges and Refunds

I. POLICY
All financial aid recipients must meet with the Associate Dean of Student Affairs, the Registrar, and a financial aid officer before leaving the school for an approved leave of absence, a withdrawal, or a dismissal.

Tuition Charge Adjustment
A medical student who withdraws from the medical school after the start of the term will have tuition and fee charges adjusted according to the guidelines outlined below.

- 0% tuition/fees will be charged if the student did not attend any days of the term
- 15% tuition/fees will be charged if the student attended up to 1 week of the term
- 30% tuition will be charged if the student attended up to 2 weeks of the term
- 45% tuition will be charged if the student attended up to 3 weeks of the term
- 60% tuition will be charged if the student attended up to 4 weeks of the term
- 75% tuition will be charged if the student attended up to 5 weeks of the term
- 90% tuition will be charged if the student attended up to 6 weeks of the term
- 100% full tuition will be charged if the student attended more than 6 weeks of the term

Adjustments to tuition and fee charges are based on the effective date of resignation, withdrawal, or leave of absence. Term start and end dates are different for each per student level. The published curriculum calendar for each academic level is the reference for the start and end dates of the terms. These dates are provided in the student’s Financial Aid Award Letter and are posted in the Academic Calendars on the Office of Medical Education website.

Tuition Refunds
Adjustments to tuition charges may leave a student with a credit balance on their Whole Health School of Medicine account, which will be refunded to the student.

Fee Refunds
Refund of School fees will be in accordance with the WHSOM Title IV Procedure, Calculation of Title IV Refunds.

Health Care and Disability Insurance
Once health insurance fees have been paid for a portion of the year, the fee for that portion of the year is not refundable. The student will not be charged for health insurance for subsequent terms if they have withdrawn. Payments made for disability insurance are not refundable.

**Financial Aid Considerations**
As part of receiving a refund, a student may receive a refund of funds that were provided as financial aid. In many circumstances, a student may be required to return financial aid to its source. For example, a student may be required to repay a loan.

The School will return aid to federal financial aid sources as required by the School’s policies and procedures and by federal regulations.

**II. PURPOSE**
This policy provides a framework for the determination of charges for and refund of tuition to students who withdraw from classes or take a leave of absence during the MD degree program.

**III. SCOPE**
This policy applies to:

• Medical students

**IV. POLICY AUTHOR(S)**

• Office of Student Affairs

**V. RELATED POLICIES AND PROCEDURES**

• Title IV Procedure, Calculation of Title IV Refunds.

**VI. REFERENCES**

• LCME Standard 12.2: Tuition Refund Policy: A medical school has clear, reasonable, and fair policies for the refund of a medical student’s tuition, fees, and other allowable payments (e.g., payments made for health or disability insurance, parking, housing, and other similar services for which a student may no longer be eligible following withdrawal).

**VII. APPROVALS**
Dean, School of Medicine,