

Reviewed by MCAEC: 4/11/18 – 4/21/18	Responsible University Officer: University Bursar
Approved by Dean’s Executive Committee: 5/2/18	Policy Owner: University Bursar
Dean’s Final Approval: 5/2/18	Policy Contact: University Bursar

Tuition Liability and Refunds

POLICY HISTORY	
Review Date:	Change Description:
3/26/18	Reformatted policy from website
Review History:	Change Description:

POLICY STATEMENT

Should a student decide not to attend Upstate Medical University, it is their obligation to officially withdraw. Non-attendance of classes does not classify as an official withdrawal and does not relieve the student of the financial obligation or entitle the student to a refund. The process of withdrawing from the university is a formal procedure which the student has the responsibility to initiate. A student withdrawing shall be responsible for payment of tuition and fees in accordance with the Tuition & Fee Refund Schedule. The date recorded by the Registrar’s Office will be used as the official withdrawal date for tuition adjustment purposes.

REASONS FOR POLICY

LCME Element 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).

PROCEDURES

Tuition Liability/Refund Schedule

The Tuition Liability/Refund Schedule below indicates 0% liability is for the first week of classes only. The first week of classes is defined as the first seven calendar days of the semester. During 0% liability, refunds will be processed and charges removed for tuition and all fees. After 0% liability, tuition will be prorated according to the schedule below, and all fees are non-refundable.

After 100% liability, a student is liable for tuition and fees in full. Students who register for courses and who do not file the appropriate withdrawal or do not drop before the end of the fourth week of classes are liable for their full charges. Refunds will not be made to students who do not attend classes and have not completed the required withdrawal procedure. No refunds will be issued until after the drop/add period. The academic drop deadline is not related to the deadlines for determining tuition liability.

Courses dropped during the	Tuition Refund	Tuition Liability	Fee Liability
1st week	100% refund	0% liability	0% liability
2nd week	70% refund	30% liability	100% liability
3rd week	50% refund	50% liability	100% liability
4th week	30% refund	70% liability	100% liability
5th week	0% refund	No refund	No refund

Return of Federal Financial Aid Policy

Federal law mandates how a school must compute the amount of federal financial aid that a student earns if he/she withdraws (officially or unofficially), takes a leave of absence, drops out of school, or is dismissed prior to completing more than 60% of the semester. Specifically, the amount of federal financial aid that the student earns is based on the percentage of the semester completed. All unearned federal financial aid must be returned. Careful consideration should be given to the financial ramifications of separating from the college prior to completing 60% of the semester. Additional information regarding this policy is available from the Financial Aid Office.

Statement of Student Responsibility

Students themselves whether new, visiting, returning or continuing are responsible for reviewing, understanding, and abiding by the University's regulations, procedures, requirements, and deadlines as described in all official publications.

DEFINITIONS

There are no definitions associated with this policy.

FAQ

There are no FAQ associated with this policy.

APPENDICES

There are no appendices associated with this policy.

RELATED INFORMATION

LCME Functions and Structure of a Medical School <http://lcme.org/publications/>

SIGNATURE

5/2/18

Signature Dean of the College of Medicine

Date