



# New York Medical College

## Policy and Procedure Manual

<b>Section:</b> STUDENT FINANCE	<b>No.:</b> CO.701
	<b>Date:</b> May 20, 1993
<b>Subject:</b> TUITION REFUND-MEDICAL SCHOOL	<b>Page</b> 1 <b>of</b> 3
	<b>Supersedes:</b>

### I. Purpose

To establish guidelines for medical school tuition refunds.

### II. Scope

This policy applies to medical school students who terminate their college registration by official leave of absence or withdrawal.

### III. Definition

Not applicable

### IV. Policy

It is the policy of New York Medical College to refund a percentage of tuition to eligible medical school students.

### V. Procedures

- A. The student must submit a written request to the Senior Associate Dean for Student Affairs indicating his/her intent to take a leave of absence or withdraw from New York Medical College.
- B. The Senior Associate Dean for Student Affairs reviews the request and, if appropriate, grants approval.
- C. The student will be given a **Clearance Procedure (ST-1)** form from the Office of Student Affairs. It is the student's responsibility to have each department sign off on the form and return it to the Registrar's Office.
- D. The Registrar's Office will send a **Student Status Letter (RO-2)** to all department heads.

**Issued By:**

**Approved By:**

- E. The Student Finance Department will determine the student's tuition liability based on the date noted on the **Student Status Letter (RO-2)** from the Registrar's Office. A credit will be applied to the student's account and a refund will be issued if appropriate.
  
- F. The following schedule begins with the first full week of classes in a given semester and pertains to each subsequent week.

<u>WEEK</u>	<u>PERCENT OF TUITION REFUND</u>
1	100
2	90
3	80
4	70
5	60
6	50
7	40
8	30
9	20
10	10
11	0

- G. If a student is dismissed from New York Medical College, the student will be responsible for the tuition for the entire semester.
  
- H. All fees are non-refundable.
  
- I. Tuition, for courses which must be repeated, may be pro-rated at the discretion of the Dean or his/her designee, based upon the course credits as recorded in the Registrar's Office.

**VI. Responsibility**

- A. Student

1. Submit a written request for a leave of absence or withdrawal.

**B. Dean of Students**

1. Reviews and, if appropriate, approves the leave of absence or withdrawal.

**C. Registrar's Office**

1. Notify department heads of the change in student status.

**D. Student Finance Department**

1. Determine the student's tuition liability and generate a refund to the student if applicable.

2. Provide advice and guidance with respect to the interpretation and administration of this policy.