



New York Medical College Policy and Procedure Manual

Section: STUDENT FINANCE	No.: CO.703
	Date: Feb. 20, 1993
Subject: TUITION REFUND-GRADUATE SCHOOLS	Page 1 of 3
	Supersedes:

I. Purpose

To establish guidelines for Graduate School tuition refunds.

II. Scope

This policy applies to Graduate School students who terminate their registration by official leave of absence or withdrawal.

III. Definition

A. Graduate Schools - Applies to both the Graduate School of Health Sciences and the Graduate School of Basic Medical Sciences.

IV. Policy

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

V. Procedures

A. The date of the leave of absence or withdrawal will determine the amount of refund given. The following schedule begins as of the Friday prior to the week classes begin and pertains to each subsequent week.

<u>WEEK</u>	<u>PERCENTAGE OF TUITION REFUND</u>
Up to Friday prior to start of classes	100%
Friday of week one (1)	75%
Friday of week two (2)	50%

Issued By:

Approved By:

Friday of week three (3) 25%

After week three (3) 0%

- B. The student must submit a written request to the Dean of the appropriate Graduate School indicating his/her intent to take a leave of absence from the School or withdraw from the course.
- C. The Dean reviews the request and, if appropriate, grants approval.
- D. The Dean will then notify the Registrar's Office of decision.
- E. The Registrar's Office will generate a revised **Student Registration Record - Health Sciences (RO-3)** or **Student Registration Record - Basic Medical Sciences (RO-4)** form and forward to the Student Finance Department.
- F. The Student Finance Department will apply an appropriate amount to the student's account and generate a refund.
- G. Tuition will not be refunded if a student is dismissed from New York Medical College.
- H. Fees are not refundable.

VI. Responsibility

- A. Student
 - 1. Submit a written request for a leave of absence or withdrawal to the Dean of Graduate School.
- B. Dean of Graduate School
 - 1. Review and, if appropriate, approve the leave of absence or withdrawal.
 - 2. Notify the Registrar's Office of the decision.

D. Registrar's Office

1. Forward a revised registration form to the Student Finance Department.

E. Student Finance Department

1. Determine the student's tuition liability and generate a refund to student if applicable.
2. Provide advice and guidance with respect to the interpretation and administration of this policy.