



## New York Medical College School of Medicine

TITLE: Policy and Guidelines Amount of Tuition Payment Due for Students who Withdraw or Take a Leave of Absence		
EFFECTIVE DATE: 7/1/2014	REVIEWED DATE: 7/1/2015	REVISED DATE:

### I. POLICY

#### Tuition Charges for Withdrawals or Leave of Absences

If a student terminates his or her medical college registration by official leave of absence or withdrawal from classes, tuition will be charged for that tuition installment period according to the date written notice of such intended action is received in the Office of Student Affairs.

**II. PURPOSE:** The purpose of this policy and guideline is to provide a framework for the refund of tuition to students who withdraw from classes or find it necessary to take a leave of absence from during their MD Program studies at the NYMC-SOM.

### III. SCOPE:

- Medical Students

**IV. DEFINITIONS:** None

### V. POLICY AUTHOR(S)

- Offices of Student Affairs

**VI. RELATED POLICIES:** None

### VII. PROCEDURE(S):

- The amount of tuition paid is based on the date written notice of intended withdraw of classes is received in the Office of Student Affairs, The below tuition schedule begins with the first full week of classes in the installment period and pertains to each subsequent week or fraction of a week.

Week	Percentage of Full Tuition Charged for the Period
1	0%
2	15%
3	30%
4	45%
5	60%
6	75%
7	90%
8	100%

For purposes of this schedule, the first installment period begins with the start of the academic year and the second installment period begins on the day the second installment of tuition is due. Fees are not refundable. Students who receive federal student aid are subject to both the general New York Medical College refund policy and a separate Federal Title IV Funds Refund Policy.



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**VIII. REFERENCES**

LCME Standard 12.2: 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).

**IX. TYPE OF POLICY:**

- Medical Students

**X. APPROVALS:**

- Office of Student Affairs

**XI. POLICY MANAGEMENT**

- Responsible Executive: Dean of the School of Medicine
- Responsible Officer: Senior Associate Dean for Student Affairs
- Responsible Office: Office of Student Affairs

ACCEPTED AND AGREED TO:

  
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D. Douglas Miller, M.D., C.M., M.B.A.

  
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Date