

Tuition Refund

Authorizing Body: Office of the Dean

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Date Issued: August 1, 2011

Last Update: April 24, 2014

Rationale:

Students who withdraws or takes a leave of absence from the School of Medicine may be entitled to a partial refund.

Scope and Applicability:

Students enrolled in the School of Medicine

Standard Practice Guideline:

Students are billed for tuition and program fees on a semester basis. Students who officially withdraw* from the School of Medicine are entitled to a refund of tuition and program fees according to the following schedule:

- 100% refund within the first 2 weeks of the semester
- 50% refund before the end of the 7th week of the semester
- 0% refund at the end of the first 7 weeks of the semester

Procedures:

The School of Medicine will follow all Federal guidelines regarding refunds of financial aid in the event that a student withdraws or is dismissed. The School of Medicine financial aid staff will provide students with details of their earned and unearned federal Title IV financial aid.

Students are provided with instructions related to repaying the funds to OU or to the federal government. Students are strongly encouraged to contact the School of Medicine financial aid staff prior to withdrawing from classes to obtain information on the financial effects of withdrawing.

Students experiencing serious personal illness or injury, the serious illness or injury of a child or a spouse, the death of a child or a spouse, or receiving an involuntary order to active military duty will have an option to request an exception to the refund schedule by submitting a Petition for Exception Form and providing documentation to the Director of Records and Registration at the School of Medicine before classes end for the affected term.

*Please refer to Section II.B.6 of this document for additional information on withdrawals.

Please note, insufficient or unsatisfactory academic progress, academic difficulty, involuntary leave of absence, or dismissal are not grounds for an exception. Federal regulations governing the return of federal Title IV financial aid funds will be followed in all cases.

The Director of Records and Registration will assemble a review committee containing representatives from the School of Medicine's Offices of Financial Services and Student Affairs. The review will begin no later than ten (10) business days after the date the written request for review was submitted. The review committee will make a recommendation to the Vice Dean for Business and Administration. A decision will be made by the Vice Dean for Business and Administration and communicated in writing to the student within five (5) business days following the completion of the committee review. The decision of the Vice Dean for Business and Administration will be final.

Definitions:

Related Policies and Forms:

[Leave of Absence \(LOA\)](#)

[Withdrawal](#)

Appendix: