

Title: Refund of Tuitions and Fees Policy (WFUSM)		Document Number: 35679
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Content Applies to Patient Care: (Select all that apply)	Content Applies to: (Select One)	Effective Date: 06/06/2024
☐ Adults ☐ Pediatrics (Under 18)	☐ Clinical ☒ Administrative	
Scope: ☐ Enterprise ☐ MW Region ☐ SE Region ☐ WI ☐ IL ☐ Greater Charlotte Market ☐ Navicent Market ☐ Wake Market ☐ Floyd Market ☒ Entity Only (Entity Name): Wake Forest University School of Medicine ☐ Department Only (Department Name):		

I. PURPOSE

A Student who withdraws from the Wake Forest University School of Medicine or the Wake Forest University Graduate School of Arts and Sciences-Biomedical Graduate Program during a term will be entitled to a refund of certain charges as set forth in this Policy.

II. SCOPE

This policy applies to all Wake Forest University School of Medicine (School of Medicine) and Wake Forest University Graduate School of Arts and Sciences-Biomedical Graduate Programs students.

III. DEFINITIONS

A. **Student:** A person who matriculates into, is enrolled in, or is taking courses in the Academic Nursing, the Physician Assistant (MMS), the Doctor of Medical Science (DMSc), or the Undergraduate Medical Education (MD) programs of Wake Forest University School of Medicine or the Wake Forest University Graduate School of Arts and Sciences-Biomedical Graduate Programs (hereinafter jointly referred to as "School").

IV. POLICY GUIDELINES

A. Refund of Tuition and Fees

1. All School of Medicine and Biomedical Graduate Programs

Circumstances may arise during a term that cause significant disruptions to School of Medicine and/or Graduate School operations and result in the closing of campus or a change in course modalities. These circumstances include,

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without limitation, extreme weather, fire, natural disaster, war, labor disturbances, loss of utilities, riots or civil commotions, epidemic, pandemic, public health crisis, power of government, or any other circumstance like or unlike any circumstance mentioned above, which is beyond the reasonable control or authority of the School of Medicine and/or the Graduate School. There will be no refunds for tuition or any fees paid by students in such circumstances

- a. Refunds will only be provided for amounts paid by the student. Students will not be refunded for any tuition amounts covered by institutional scholarships.
- b. Students who are dismissed from a program for any reason will not be refunded any tuition or fees paid.

2. Academic Nursing Programs

- a. Students who withdraw or take a leave of absence from Academic Nursing Programs before completing 60% of the payment period will be entitled to a partial refund of tuition and fees depending on the number of days completed within the payment period.
- b. Refunds of fees are prorated based on enrollment.
- c. Percent of tuition charged to the student equals the number of days completed up to the withdrawal date divided by the total days in the term. (Any Academic Nursing Program scheduled break of five days or more is not counted as part of the days in the payment period.)
- d. The Financial Aid Office counsels Academic Nursing students individually to provide estimates of a tuition adjustment based on each class year's tuition payment periods.
 - i. Because payment structure does not align with the first day of classes or the academic calendar, refunds will be based on the payment period start date.
 - ii. Refunds apply to the payment period of withdrawal only. Students are responsible for officially withdrawing or taking a leave of absence to be eligible for a refund. Nonpayment for classes for which a Student is registered or nonattendance in a registered class or classes does not release the Student from financial obligations and will not drop the Student from the class(es) or the Academic Nursing program.
- e. The academic term will start at orientation, or when there is no orientation, with the first day of classes as scheduled for each class year of an educational program.

3. Biomedical Sciences Graduate Programs

- a. Students who withdraw or take a leave of absence from a biomedical graduate program before completing 60% of the payment period will be entitled to a partial refund of tuition and fees depending on the number of days completed within the payment period.

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- b. Percent of tuition charged to the student equals the number of days completed up to the withdrawal date divided by the total days in the term. Any Biomedical Graduate Program scheduled break of five days or more is not counted as part of the days in the payment period.
- c. The Financial Aid Office counsels biomedical graduate program students individually to provide estimates of a tuition adjustment based on each academic term's tuition payment periods.
 - i. Payment structure aligns with the Biomedical Graduate Program's academic calendar. As such, refunds will be calculated using the term's orientation day as the first day of the payment period.
 - ii. Students are responsible for officially withdrawing or taking a leave of absence to be eligible for a refund. Nonpayment for classes for which a student is registered or nonattendance in a registered class or classes does not release the student from financial obligations and will not drop the student from their class(es) or their biomedical graduate program.

4. MD Program

- a. Students who withdraw or take a leave of absence from the MD Program before completing 60% of the payment period will be entitled to a partial refund of tuition and fees depending on the number of days completed within the payment period.
- b. Percent of tuition charged to the student equals the number of days completed up to the withdrawal date divided by the total days in the term. (Any MD Program scheduled break of five days or more is not counted as part of the days in the payment period.)
- c. The Financial Aid Office counsels MD students individually to provide estimates of a tuition adjustment based on each class year's tuition payment periods.
 - i. Because payment structure does not align with the first day of classes or the academic calendar, refunds will be based on the payment period start date.
 - ii. Students are responsible for officially withdrawing or taking a leave of absence to be eligible for a refund. Nonpayment for classes for which a student is registered or nonattendance in a registered class or classes does not release the student from financial obligations and will not drop the student from the class(es) or the MD program.

5. PA Program (MMS)

- a. Pre-Clinical Phase (Terms I – III): In the pre-clinical phase, students who withdraw or take a leave of absence (including deceleration) from the PA Program before completing 75% of the term associated with that payment period will be entitled to a partial refund on a pro-rata basis of tuition and fees.

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- b. Clinical Phase (Terms IV – VI): In the clinical phase, students who withdraw or take a leave of absence (including deceleration) from the PA Program before completing 60% of the term associated with that payment period will be entitled to a partial refund on a pro-rata basis of tuition and fees.
- c. Refunds of fees are prorated based on enrollment.
- d. The percent of tuition charged to the student equals the number of days completed up to the withdrawal date divided by the total days in the term. (Any PA Program scheduled break of five days or more is not counted as part of the days in the payment period.)
- e. Because the payment schedule does not always align with the first day of classes or the academic calendar, refunds will be based on the payment period start date.
- f. Students are responsible for officially withdrawing or taking a leave of absence (including deceleration) to be eligible for a refund. Nonpayment for courses in which a student is registered will not be sufficient to drop the student from the course enrollment or the PA program itself. In addition, non-attendance in a registered course or courses does not release the student from financial obligations.
- g. The Financial Aid Office will work with the PA program to counsel PA students individually by providing an estimate of a tuition adjustment based on each class year's tuition/fee payment periods.

6. Doctor of Medical Science Program (DMSc)

- a. Students who withdraw or take a leave of absence from the DMSc Program before completing 60% of the payment period will be entitled to a partial refund of tuition and fees depending on the number of days completed within the payment period.
- b. Percent of tuition charged to the student equals the number of days completed up to the withdrawal date divided by the total days in the term. (Any DMSc Program scheduled break of five days or more is not counted as part of the days in the payment period.)
- c. The Financial Aid Office counsels DMSc students individually to provide estimates of a tuition adjustment based on each class year's tuition payment periods.
 - i. Because payment structure does not align with the first day of classes or the academic calendar, refunds will be based on the payment period start date.
 - ii. Students are responsible for officially withdrawing or taking a leave of absence to be eligible for a refund. Nonpayment for classes for which a student is registered or nonattendance in a registered class or classes does not release the student from financial obligations and will not drop the student from the class(es) or the DMSc program.

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I. PROCEDURE / GUIDELINE

Not Applicable

II. CROSS REFERENCES

Not Applicable

III. RESOURCES AND REFERENCES

Higher Education Act of 1965 (as amended)

IV. ATTACHMENTS

Not Applicable

V. REVISION DATES

12/2/2015; 10/17/2019; 8/4/2020; 6/4/2021; 7/2022; 5/2024