



**Policy Title:**  
**Tuition Refund Policy**

**Background:**

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).

**Policy:**

Medical school tuition is not prorated; all tuition costs are equal and students are considered full-time on any School of Medicine enrollment. Thus, if a student withdraws from course(s), but remains registered for at least 1 credit hour, there is no refund of tuition given to the student. If a student requests a total withdrawal from coursework, a refund is granted based upon the census date for student's first class of each module of each term. Refunds are not granted if the withdrawal date is after the census date.

Examples

John Doe is registered for a 4 credit course in the Fall Semester. This course began on October 15th. The census day for that course is October 29th. John plans to drop this course which results in a total withdrawal from the Fall Semester.

- If he drops this course prior to October 29th, he will receive a full refund of tuition charges.
- If he drops this course after October 29th, he will not receive any refund of tuition charges.

Financial Aid Implications For Those Who Receive A Tuition Refund

Students who receive financial aid and either withdraw, take an approved leave of absence, or are dismissed from medical school are REQUIRED to meet with the Financial Aid Manager to discuss the implications for their financial aid prior to their dismissal, withdrawal or leave of absence being approved. This counseling includes information similar to that of an Exit Interview with special emphasis on grace and repayment periods of their loans including options for forbearance and loan repayment.

Withdrawals that occur soon after a financial aid disbursement may result in the repayment of some or all of those funds in accordance the U.S. Department of Education's and the University of New Mexico's Return of Title IV policy. Students who receive Federal (Title IV) aid such as Perkins or Direct Stafford Student loans and withdraw from all classes may owe a repayment to UNM. The U.S. Department of Education policies require the UNM Student Financial Aid Office to perform a return of Title IV aid calculation for any student who withdraws prior to completing 60% of the semester. Information regarding the Return of Title IV Aid policy is located in UNM's the studentinfo knowledgebase at [https://unm-student.custhelp.com/app/answers/detail/a\\_id/3888/kw/FA%20guides%20title%20IV/session/L3RpbWUvMTQ5MTU3Mzk0Mi9zaWQvZnVIS3R2Zm4%3D](https://unm-student.custhelp.com/app/answers/detail/a_id/3888/kw/FA%20guides%20title%20IV/session/L3RpbWUvMTQ5MTU3Mzk0Mi9zaWQvZnVIS3R2Zm4%3D) or [https://unm-student.custhelp.com/app/answers/detail/a\\_id/1532](https://unm-student.custhelp.com/app/answers/detail/a_id/1532).

Examples

Jane Doe is registered for a 4 credit course in the Spring Semester. The Spring Semester runs January 3 through June 30. Jane receives Title IV financial aid. Jane plans to drop this course which will result in a total withdrawal for the Spring semester. Her liability is based on the 60% mark for the Spring semester. That day is April 17.

- If she drops the course prior to April 17th, she must pay back a percentage of the aid she received.
- If she drops the course after April 17th, she has met the 60% requirement and does not owe money back.

Responsible Office:	Office of Medical Student Affairs
Approving Body:	Curriculum Committee
Date of Revision:	4/3/10; 5/31/17
Scope:	Medical Students