



# Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

Policy Title: Tuition Refund Policy

Policy Number: EC.12.01.170425

Applies to: All WSU Elson S. Floyd College of Medicine Students

Date: 1/17/2020

## 1.0 Policy Statement

It is the Elson S. Floyd College of Medicine policy to refund tuition in situations involving student enrollment cancellation/withdrawal from the College of Medicine.

## 2.0 Definitions

**Enrollment:** The process of admission and registration for selected College of Medicine matriculation.

**Withdrawal:** The process of removal from previously registered College of Medicine studies.

## 3.0 Responsibility

Senior Associate Dean for Admissions, Student Affairs, and Inclusion

## 4.0 Procedures

The determination of refunds described below are current and are determined yearly. Note that the refund determinations change as revisions to governmental regulations occur.

- Students who cancel their enrollment after classes have started incur an administrative fee of 5 percent of the assessed tuition and mandatory fees, but no more than \$100.00, in addition to other amounts owing.
- Tuition, operating, and student services and activities fees return in full if students officially withdraw from the university prior to the sixth day of classes during an academic year.
- Students who begin an academic year are liable for that entire year's tuition, less any reduction per this policy. This policy and the following schedule refer to the full annual tuition. The first day of the academic year sets the starting date for calculations.
- Students who withdraw in the academic year receive a reduction of tuition based upon the following schedule, and any amount overpaid will be refunded:

Week of the Academic Year	1	2	3	4	5	6	7	8	9	10 and later
Annual Tuition Percent Reduction	100	80	80	70	60	60	50	50	40	0

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- Weeks during which the College of Medicine is on vacation for the entire week do not count in this adjustment schedule (e.g. Thanksgiving Break, Spring Break).
- The process for handling tuition in case of the death of a student is as follows:  
When the ESFCOM is notified of a student death, prior to other university offices, the ESFCOM Dean will inform the WSU Spokane Student Affairs Office regarding the death of a student. The WSU Spokane Student Affairs Office will notify the WSU Pullman Dean of Students. The WSU Pullman Dean of Students notifies numerous offices regarding a death of a student by memo via email asking that all address information be removed from the account. WSU Pullman Dean of Students Office will communicate with the student's family regarding tuition refund. If the student is currently enrolled, the Registrar's Office where the student is enrolled submits a cancellation of enrollment administratively stating 100% tuition reduction for the current and remaining terms in the academic year. No cancellation of enrollment administrative fee is applied. The Registrar's Office will notify the appropriate offices, such as Benefit Services and Student Accounts of the cancellation and refund. The Registrar's Office removes student from classes and recalculates the tuition to adjust the tuition reduction. The Registrar's Office notifies Student Financial Services if student has applied for and/or has financial aid.
- Timely appeals to this policy should be directed to the Vice Dean for Student and Faculty Experience.

## 5.0 Related Policies

NA

## 6.0 Key Search Words

Tuition refund, withdrawal, enrollment,
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## 7.0 Revision/Review History

Original Approval Date	Policy number	Revision Approval Date
5/12/2016	EC.12.01.160512	02/22/17
	EC.12.01.170425	04/25/17
	EC.12.01.170425	01/17/20

**Responsible Office:** Office of Admissions, Student Affairs and Inclusion

**Policy Contact:** Assistant Dean for Student Affairs

**Supersedes:** EC.12.01.160512 approved 04/25/17