



Policy Title: Tuition Refund Policy

Policy Number: EC.12.01.170425

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

Date: 7/12/2021

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 MD Program of 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 enrolled College of Medicine studies.

3.0 Responsibility

Senior Associate Dean for Admissions and Student Affairs

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 a college of medicine 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 college’s academic year sets the starting date for calculations.
- Students who withdraw in the college’s academic year receive a reduction of tuition based upon the following schedule, and any amount overpaid will be refunded:

Week of the College’s 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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- If a student returns from an approved Leave of absence, the college's student affairs office will coordinate with WSU Spokane Registrar, WSU Bursar Office and WSU Enterprise Systems. Overdue tuition/fee charges resulting from the leave of absence will be refunded and current-year tuition/fees will be charged for remaining terms. If a student returns in the middle of a term, that term's tuition/fees will be prorated based on the number of weeks enrolled in the term. If a student does not return from a LOA, existing overdue charges stand and are due.
- 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).
- Timely appeals to this policy should be directed to the Senior Associate Dean for Admissions and Student Affairs.

Expulsion:

Death of a Student: 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 Associate Vice President & Dean of Students. The WSU AVP & Dean of Students confirms the student death through official sources and then notifies numerous offices regarding a death of a student by memo via email asking that all address information be removed from the account. WSU Office of the Dean of Students or designee will coordinate a connection with the student's family for support and information regarding registration, tuition, and memorial services. If the student is currently enrolled, the Office of the Dean of Students will coordinate with WSU administrative departments for business functions such as cancellation of enrollment or an appropriate tuition refund, if applicable.

5.0 **Related Policies**

Medical Student Leave, Withdrawal and Readmission Policy
WSU Withdrawal from the Current Term Tuition Refund Policy

6.0 **Key Search Words**

Tuition refund, withdrawal, enrollment,

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 and Student Affairs

Policy Contact: Assistant Dean for Student Affairs

Supersedes: EC.12.01.170425 approved 01/17/20