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: 6/04/2024

1.0 Policy Statement
The Washington State University Elson S. Floyd College of Medicine refunds tuition in situations involving student enrollment cancellation/withdrawal from the MD program.

2.0 Definitions
Enrollment: The process of matriculation and registration for coursework in the College of Medicine MD program.
Withdrawal: The process of dis-enrollment from the MD program.

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

<table>
<thead>
<tr>
<th>Week of the College’s Academic Year</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10 and later</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Tuition Percent Reduction</td>
<td>100</td>
<td>80</td>
<td>80</td>
<td>70</td>
<td>60</td>
<td>60</td>
<td>50</td>
<td>50</td>
<td>40</td>
<td>0</td>
</tr>
</tbody>
</table>
- If a student returns from an approved leave of absence (LOA), the Office of Student Experience (Student Affairs) will coordinate with WSU Spokane Registrar, WSU Bursar Office, and WSU Enterprise Systems. Overdue tuition/fee charges resulting from the LOA 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 an LOA, existing overdue charges stand and are due.
- Weeks during which the College is on vacation do not count in this adjustment schedule (e.g., Thanksgiving Break, Spring Break, Winter Break).
- Fifth Year Option: The College provides a fifth-year tuition plan for students who are required to take coursework beyond four years of paying tuition. Eligible students pay a tuition cost that is 10 percent of full tuition, plus full mandatory fees. Prorated amounts are calculated based on the number of terms that a student is taking within the fifth year (e.g., prorated 10 percent tuition cost of 1 term).

**Death of a Student**

When the College is notified of a student death, prior to other university offices, the College 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 Vice Chancellor of Student Affairs, Student Health, and Equity, Diversity, and Inclusion. The WSU Vice Chancellor 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 EC.10.01.170912

6.0 **Key Search Words**

Tuition refund, withdrawal, enrollment

7.0 **Revision/Review History**

Original Approval Policy number 5/12/2016 EC.12.01.160512 EC.12.01.170425

Review/Revision 2/22/2017 4/25/2017 1/17/2020 06/04/24