

Policy on Tuition Charges and Refunds

I. POLICY

All financial aid recipients must meet with the Associate Dean of Student Affairs, the School of Medicine Registrar, and a financial aid officer before leaving the school for an approved leave of absence, a withdrawal, or a dismissal.

Tuition Charge Adjustment

A medical student who withdraws from the medical school after the start of the term will have tuition charges adjusted according to the guidelines outlined below.

- 0% tuition/fees will be charged if the student did not attend any days of the term
- 1/3 tuition will be charged if the student attended 1/3 or less of the term
- 2/3 tuition will be charged if the student attended 2/3 or less of the term
- 100% full tuition will be charged if the student attended more than 2/3 of the term

Adjustments to tuition charges are based on the effective date of resignation, withdrawal, or leave of absence. Term start and end dates are different for each per student level. The published curriculum calendar for each academic level is the reference for the start and end dates of the terms. These dates are provided in the student's Financial Aid Award Letter and are posted in the Academic Calendars on the Office of Medical Education website.

Tuition Refunds

Adjustments to tuition charges may leave a student with a credit balance on their University of Pittsburgh account, which will be refunded to the student.

Fee Refunds

Refund of University fees will be in accordance with the University of Pittsburgh Title IV Procedure, Calculation of Title IV Refunds, 09-05-08.

Health Care and Disability Insurance

A student who withdraws may request a refund of health insurance fees. The refund would be adjusted based on the date at which the request for refund is made.

Payments made for disability insurance are not refundable.

Financial Aid Considerations

As part of receiving a refund, a student may receive a refund of funds that were provided as financial aid. In many circumstances, a student may be required to return financial aid to its source. For example, a student may be required to repay a loan.

The University will return aid to federal financial aid sources as required by the University's policies and procedures and by federal regulations.

II. PURPOSE

This policy provides a framework for the determination of charges for and refund of tuition to students who withdraw from classes or take a leave of absence during the MD degree program.

III. SCOPE

This policy applies to:

- Medical students

IV. POLICY AUTHOR(S)

- Office of Student Affairs

V. RELATED POLICIES AND PROCEDURES

- University of Pittsburgh Title IV Procedure, Calculation of Title IV Refunds, 09-05-08. (A copy of this procedure is attached at the end of this document.)

VI. REFERENCES

- LCME Standard 12.2: Tuition Refund Policy: 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).

VII. APPROVALS

Education Policy Council

Dean, School of Medicine, December 30, 2018