

Policy Title: Tuition and Fee Refund Policy**Policy Number** (relate to LCME Element as applicable): UCF COM Policy 12.2.1**Applies to:** All medical students at the University of Central Florida College of Medicine.**Date:** 9/16/2016**1.0 Purpose:**

This policy relates to LCME Element 12.2, which states: “ A medical school has clear, reasonable, and fair policies for the refund of a medical student’s tuition, fees, and other allowable payments.”

2.0 Policy Statement:

A refund of fees will be processed under the conditions noted below. The student must submit a written appeal for a refund to the associate dean for students within six months of the close of the payment period to which the refund or other appeal action is applicable. Any debts owed to UCF will be deducted from the refund, up to the full amount.

Full Refund Eligibility

The following conditions allow a full refund for applicable payment period:

- a student declines admission acceptance prior to the end of the first week of classes
- a student withdraws, is dismissed from the program, or is placed on a Leave of Absence (LOA) prior to the end of the first week of the payment period

Partial Refund (25%)

Twenty-five percent of the tuition and associated fees assessed and paid for the payment period is refundable if the student withdraws from the M.D. Program or is approved for a Leave of Absence after the end of the first week and prior to the end of the fourth week of courses/electives/clerkships of a payment period.

A written appeal with supporting documentation for a refund or other appeal action must be submitted to the associate dean for students within six (6) months of the close of the payment period to which the refund or other appeal action is applicable.

Exceptional Circumstances

Refunds for withdrawal, dismissal or Leave of Absence due to circumstances determined by the associate dean for students to be exceptional may be granted for up to 100 percent of tuition and fees any time during a payment period. Examples of exceptional circumstances include, but are not limited to, sickness, death, involuntary call to military service or university administrative error.

For consideration, the documentation must show that the exceptional circumstances occurred during the payment period for which the refund is being requested.

3.0 Definitions:

N/A

4.0 Responsibilities:

The director of student financial services are responsible for adherence to this policy.

5.0 Monitoring/Procedures:

6.0 Related Policies:

None

7.0 Key Search Words:

Tuition	Refund	

8.0 Revision History:

Version	Date Approved	Modifications
V1	2009	Original
V2	6/30/2016	Additional information on monitoring and responsibilities.

9.0 References:

N/A

Responsible Office: Associate Dean for Students

Policy Contact: Director of Student Financial Services

Supersedes: Version 1