

Policy Name: 12.2.1 Tuition Refund Policy

Scope:

A medical school has clear 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).

Narrative Response

- a. Briefly describe the tuition and fee refund policy. Describe how the policy will be disseminated to medical students.

Refunds are applied to any current and outstanding debts owed to the University. In addition, section 54.006(d) of the Texas Education Code requires that the University refund tuition/fees paid by a sponsor, donor, or scholarship to the source, rather than directly to the student if the funds were made available through the university. Therefore, all refund processing will take place in the student accounting office at UT Tyler.

Refunds for students withdrawing from the University.

Students who withdraw from the University receive a refund of a percentage of their tuition. The percentage varies according to the student’s effective withdrawal date.

Official withdrawal date	Percentage refunded
prior to the first-class day	100%*
during the first five class days	80%
during the second five class days	70%
during the third five class days	50%
during the fourth five class days	25%
after the fourth five class days	no refund

Determination of withdrawal refunds is on the student’s schedule on the effective date of withdrawal; additions and drops are included in the calculation.

For refunds, the effective date of withdrawal will be the date when the withdrawal is officially completed and recorded by Enrollment Services. If a scheduled course of instruction is cancelled by the university, all fees will be refunded. No refunds will be made unless applied for in the same school year as withdrawal. Immediate refund will not be made to students who withdraw during the refund period. Normally, refunds will be disbursed according to the refund preference indicated through the P2 Card within 30 days from the last day of scheduled refunds.

Students withdrawn by the University because of a returned check are assessed a \$25 service charge.

A student who is withdrawn by the University for academic reasons, class cancellations, or other reasons receives a full refund of fees paid that semester.

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A student who withdraws due to activation to active military service may choose to receive a tuition and fees refund.

A student who withdraws after receiving any cash payment from the Office of Student Business Services may be required to make full or partial repayment. Funds received through the Federal College Work-Study Program are not subject to repayment. Students should contact the Office of Student Business Services for information regarding repayment obligations.

Student Business Services initiates refunds for all eligible students who submit approved withdrawal petitions to the Office of the Registrar. Issuing a refund will occur no earlier than thirty days after the date the student paid the initial tuition bill. The refund is sent to the address specified on the withdrawal petition.

Optional fee refunds.

Optional fees that may qualify for a refund will be available in student information material.

Dissemination of the refund policy will occur during orientation and be made available as a web-based resource for students.

- b. If not included in the tuition refund policy, describe policies related to the refund of payments made for health and disability insurance and for other fees.

Refunds for “add-on” fees, such as, housing, meal plans, etc., are refunded on a pro-rated basis, based on the date on which services are discontinued. The Academic Health Plan is not refundable, but the coverage remains in effect for the remainder of the contract term.

Supporting Documentation

1. Policy for refunding tuition and fee payments to medical students who withdraw or are dismissed from the medical education program.

The formal policy for refunding medical student tuition aligns with the parent institution policy and includes the refund of payments made for some fees. UT Tyler policy can be found <https://catalogs.utt Tyler.edu/en/2018-2019/Catalog/Tuition-Charges-and-Fees/Schedule-of-Refunds>.

Appendix: 12-02 Tuition and Refund Policy

Curriculum Oversight Committee approved: 1/2022

Review and Modification: 5/10/2022