

	Policy on Tuition and Refunds (LCME Element 12.2)	Effective Date:	10/5/2021
		Current Date:	10/5/2021
		Contact:	Office of Admissions & Student Affairs
Approved by Professionalism & Promotion Committee		Date Approved:	September 2018
Additional changes reviewed by Professionalism & Promotion Committee		Date Adopted:	10/5/2021

GENERAL POLICY STATEMENT

This policy addresses tuition and fee refunds for students in the MD program who are withdrawing from School of Medicine (SOM) MD courses or rotations. Students in combined degree programs should consult with their combined degree program for other schools’ tuition/fee refund policies. In addition, students who are considering a leave of absence must adhere to SOM’s policies for leaves of absence (and, for medical leaves of absence, Tulane University’s policies for beginning and returning from medical leaves of absence. The Associate Dean of Admissions and Student Affairs can provide students with direction for beginning or returning from a medical leave of absence).

Accounts Receivable Billing Cycles

Tulane SOM tuition is billed according to semester, rather than according to academic phases or modules. In general, the T1/T2 fall semester begins in early August. The T3 fall semester begins in early May. The T4 fall semester begins in early July. The spring semester for all cohorts begins in early January. Use these dates to interpret withdrawal deadlines below.

Tuition refund dates apply only to the semester in progress: a student who withdraws from medical school may be eligible for a full or partial tuition refund for the current semester but is not eligible for a refund for any previous semester.

Tuition Refunds for Withdrawals

Tuition refund deadlines differ by pre-clinical (T1 and T2) and clinical (T3 and T4) curriculum. See the table below for more information. In general, students are responsible for all fees after the 100% refund deadline for both the pre-clinical and clinical curriculum. No refunds are issued after the 25% refund date.

Tuition refund percentage:	100% TUITION + FEE REFUND	50% TUITION REFUND; FEES NOT REFUNDED	25% TUITION REFUND; FEES NOT REFUNDED
<i>Withdrawal from ALL courses/rotations in a semester</i>			
T1 & T2 STUDENTS	Complete withdrawal within 2 weeks after the start of fall or spring semester. T1 students will forfeit their commitment deposit regardless of their withdrawal date.	Complete withdrawal after 2 weeks but <i>before</i> 4 weeks after the start of fall or spring semester	Complete withdrawal after 4 weeks but <i>before</i> 8 weeks after start of fall or spring semester
T3 & T4 STUDENTS	Complete withdrawal from semester within 2 weeks after the start of fall or spring semester	Not applicable	Not applicable
<i>Withdrawal from SELECT courses/rotations in a semester</i>			
T1 & T2 STUDENTS	<ul style="list-style-type: none"> • Tuition refunds for partial withdrawals (for a course or select courses) are not issued. • When students re-enroll in a pre-clinical course from which they have withdrawn or which they have failed, they will be assessed pro-rated tuition for that course(s). • Students are responsible for all fees in every semester in which they are registered. 		
T3 & T4 STUDENTS	<ul style="list-style-type: none"> • Tuition refunds for partial withdrawals (for a rotation or select rotations) are not issued. For students making satisfactory academic progress, tuition for clinical years (T3 & T4) is generally capped at 4 semesters. Tuition in clinical years is frontloaded (<i>i.e.</i>, students are generally charged for enrollment in their first 4 semesters of clinical curriculum, and tuition charges are reversed in the 5th semester). • Students will be assessed pro-rated tuition for any rotation they must repeat because of failure. • Students are responsible for all fees in every semester in which they are registered. 		

Off-Cycle and Leave of Absence Billing

T1 and T2 students who are making satisfactory academic progress and who take a leave of absence that does not require them to withdraw from a course that is in progress, or whose academic progress is otherwise “off cycle,” will have their tuition charges reviewed on a case-by-case basis during the affected semesters. Students are responsible for all fees during all semesters of enrollment.

In general, tuition in the clinical years (T3 and T4) for students making *satisfactory academic progress* is capped at four semesters (2 semesters in the T3 year and 2 semesters in the T4 year).

T3 and T4 students who begin or end a leave of absence in the middle of a semester will have their tuition charges reviewed on a case-by-case basis during the affected semesters. Students are responsible for all fees during all semesters of enrollment.

Tuition for students who take leaves of absence in the T3 or T4 year is front-loaded: that is, students may be charged a full semester of tuition if their leave begins in the middle of the semester. However, students may not be charged tuition in their final semester if they have already paid four semesters during their clinical years.

Fees are not capped or credited: students will be able to benefit from the resources that fees pay for, even if students have reached their tuition “cap.”

Billing for Repeated Coursework

Tuition for *students who need to repeat courses or rotations* because of failure or withdrawals will be assessed tuition on a pro-rated basis for the requirements they must repeat. Students repeating courses or rotations will be assessed full fees during each semester of enrollment.

Other Refunds

Academic and activity fees: There are no refunds for recreation center fees, campus health fees, activity fees, or academic services fees after the 100% refund deadline has passed.

Health Insurance fees: There are no refunds on health insurance purchased through the university, but the policy is portable for the period covered. Students should contact the Tulane Student Health Insurance administrators for more details.

Parking fees: On-campus parking is typically paid on a monthly basis. No refunds are offered for partial month usage. Students should contact the Tulane Parking Office for details about their parking contract.

Deming Housing: Deming housing is billed on a semester basis. Students should refer to the Deming contract and contact Deming Pavilion administrators for more details.

a. Scope: This policy applies to all students in the MD program.

b. Responsible Department/Party/Parties:

- i. Policy Owner: Office of Admissions & Student Affairs
- ii. Procedure: Office of Admissions & Student Affairs/Registrar
- iii. Supervision: Office of Admissions & Student Affairs

c. Review/Revision/Implementation:

- i. Review Cycle: This policy shall be reviewed by the Student Professionalism and Promotion Committee at least annually from the effective date.
- ii. Office of Record: After authorization, the Office of Student Affairs shall house this policy and shall be the office of record for this policy.