

Creighton University School of Medicine

Medical Education Program Policies

POLICY: Tuition Refund Policy

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 1/28/2020, 4/26/2022

REVISED DATE: N/A

LCME ACCREDITATION STANDARD REFERENCE: 12.2

PURPOSE

The purpose of this policy is to outline the refund of tuition and fees for a student who withdraws from the medical school.

DEFINITIONS

Tuition: the monetary amount charged to a student to enroll in medical school.

Fees: the monetary amount charged to students for products and services which are additional to tuition necessary to enroll and participate in medical school.

POLICY

A. Tuition

Students who withdraw from the medical school prior to completing 60% of the semester are entitled to a refund of a portion of tuition. The refund amount is based on a *pro rata* percentage determined by dividing the number of calendar days attended (enrolled), up to and including the withdrawal date, by the number of calendar days in the semester. The total number of calendar days in the semester includes weekends and excludes scheduled breaks of five or more calendar days. No tuition will be refunded for students having completed 60% or more of the semester.

B. Fees

Once the semester has officially commenced, students are responsible for 100% of the fees assessed to the student. All fees are non-refundable.

C. Room Rents

Refunds of Creighton University room rent for withdrawals will be prorated based on the checkout date.

PROCEDURE

A. Federal Student Loans

A student granted a temporary or permanent withdrawal by the Advancement Committee who does not complete 60% of the semester will have federal aid eligibility recalculated, and funds may be returned to the appropriate Title IV program in accordance with the Return of Title IV Funds regulations. For students who complete 60% or more of the semester, no tuition will be refunded, nor will federal funds be subject to recalculation. Tuition will be prorated according to the policy, and the University Business Office will notify students if a balance is due or issue a refund if a credit remains on a student's

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account after the return of federal funds.

B. Private Student Loans

A student granted a temporary or permanent withdrawal by the Advancement Committee will have tuition prorated according to the policy. Private student loan funds will only be returned to the lender if the student account results in a credit balance after a tuition adjustment for the semester.

C. Credit Card Refunds

A student granted a temporary or permanent withdrawal by the Advancement Committee will have tuition prorated according to the policy. If any portion of the student account was settled with a credit/debit card, and a credit remains on the student account after a Return of Title IV funds (if applicable), the card must be refunded first before any remaining balance can be refunded to the student. The 2.75% processing fee for credit card payments is non-refundable.

D. Personal Check Refunds

A student granted a temporary or permanent withdrawal by the Advancement committee will have tuition prorated according to the policy. If a personal check was used as a method of payment and a credit balance is created by a tuition adjustment, the refund amount will be returned after 10 business days have passed to ensure that a check has cleared the account.

SCOPE

Students enrolled in the School of Medicine Medical Education Program.

ADMINISTRATION AND INTERPRETATION

The Office of Student Affairs will oversee this administration of this policy. Please forward questions to the Financial Aid Coordinator.

AMENDMENT

This policy may be amended by majority vote of the School of Medicine Educational Program Committee.