

GCSOM Refund/Cancellation Policy (for Students)

Policy Number : 100.1105.110

Policy Category : General Administrative

Policy Revision Date : 2020-07-22

Policy Owner : VP Finance & Administration/CFO

Policy Audience :

1. Definitions :

2. Board Committee Review :

Academic Affairs Committee, Finance Committee

3. Introduction / Purpose :

This refund/cancellation policy applies to students who choose to withdraw, take a leave of absence, add/drop a course, or are dismissed for any reason.

4. Governance and Enforcement :

VP Finance & Administration/CFO

5. Policy :

This refund/cancellation policy applies to students who choose to withdraw, take a leave of absence, add/drop a course, or are dismissed for any reason. In order for a student to be eligible for any cancellation or refund, the student must submit his or her notice of withdrawal, in writing or orally, to the Associate Dean for Student Affairs for MD students or the Assistant Dean for Graduate Academic Affairs for Graduate students. Written requests are preferred. However, if a student makes a verbal request, the request will be converted to writing by the person making the request or a GCSOM staff member and then reviewed and signed by the person making the request. The date of the receipt of this notice determines the official date of withdrawal. Exceptions to this refund/cancellation policy will be reviewed on a case by case basis. The Associate Dean for Student Affairs (or Assistant Dean of Students) will submit a request for MD students and the Assistant Dean for Graduate Academic Affairs will submit a request for Graduate students. All requests will be sent to the VP for Finance & Administration/CFO and after collaboration with the Associate Dean for Admissions, Enrollment Management and Financial Aid, if needed, will make a final decision.

Refunds will be made according to the following for all **MD students**:

Date of Withdrawal *Cancellation Percentage

- On or before the first day of classes 100%
- Up to the end of the second week of classes 75%
- Up to the end of the fourth week of classes 50%
- Up to the end of the sixth week of classes 25%
- Beyond the sixth week of classes **0%**

Refunds will be made according to the following for all **Graduate School students**:

Full Fall, Spring and Summer Semesters:

- Before the first day of classes to and including the 5th calendar day of the semester 100%
- Through and including the 12th calendar day of the semester 75%
- Through and including the 19th calendar day of the semester 50%
- Through and including the 26th calendar day of the semester 25%
- Beyond the 26th calendar day of the semester **0%**

Quarters:

- Before the first day of classes to and including the 5th calendar day of the quarter 100%
- Through and including the 12th calendar day of the quarter 75%
- Through and including the 19th calendar day of the quarter 50%
- Beyond the 19th calendar day of the quarter **0%**

*Refund/Cancellation Percentage refers to the percentage of a student's tuition charges that will be cancelled upon withdrawal.

Ordinarily, fees are non-refundable, except for the Technology Fee, the Student Health Insurance Fee, and the Disability Insurance Fee, under certain conditions. The Student Health Insurance Fee may be prorated as described in the Student Health Insurance Policy. The Disability Insurance Fee is refundable for withdrawals that occur before the first day of classes. Any changes to this policy will be reflected on the Bursar's page of the student portal.

If a student going on a LOA wishes to maintain their technology package, they will be charged half of the current technology fee per semester/quarter of leave. The student is financially responsible for any outstanding funds to the institution and these must be paid at the time of the start of the leave. Any outstanding balance is to be paid prior to the student returning from LOA.

For purposes of this policy, one week equals five class days. The first day of classes for each semester/quarter is the date published in the Academic Calendar.

The student invoices for each semester/quarter will be available approximately 30 days before the first day of classes on Empower Web (bills are located by choosing the appropriate

semester/quarter, clicking the financials tab and the Estimated Tuition Worksheet). Payment in full, less applicable financial aid will be due prior to the first day of class for each semester/quarter. Instructions for payment are located under the Bursar section of the student portal.

The death of a student shall cancel charges for tuition as of the date of death and the tuition will be adjusted on a pro rata basis.

The Higher Education Amendments of 1998 require that when a recipient of Title IV funding withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV funding that the student earned as of the student's withdrawal date. A refund according to the College policy may be due to the student, but for students who are recipients of federal Title IV funds, the money may, based upon date of withdrawal, be returned to the aid program from which the funds were disbursed. Students are encouraged to contact the GCSOM Financial Aid Office or can refer to the policy on Return of Title IV funding listed on the schools website for additional information or questions regarding this policy. Refunds will be processed and sent to the student within fourteen days after notification to GCSOM of withdrawal.

All refund policies, return of Title IV funds policy and the procedures students must follow to officially withdraw from the college can be found on the GCSOM website and portal.

Federal Regulations Concerning Privacy and Confidentiality:

Due to very strict Federal regulations concerning privacy and confidentiality, the Bursar's Office will not be able to discuss or release information regarding a student's account without the student's written approval. This includes phone calls related to the payment of bills. Students who desire to have the Bursar's Office discuss their bills with appropriate people (such as parents, who wish to make payments, spouses, etc), should visit the office and complete a FERPA Permission Form giving the Bursar's Office this permission. This form will also be available through the GCSOM portal.

6. Key Stakeholders :