1) **General Policy Statement:**

A student who withdraws from the School of Medicine during a semester may be entitled to a refund of certain charges. A withdrawal also affects financial aid eligibility, and could require a return of federal financial aid funds.

a) **Scope:** This policy applies to all School of Medicine faculty, staff and students.

b) **Responsible Department/Party/Parties:**

   i. Policy Owner: Education Policy Group
   ii. Procedure: Office of Student Records and Financial Aid
   iii. Supervision: Dean’s Office
   iv. Implementation: Office of Student Records and Financial Aid; Student Financial Services

2) **Definitions:** For purposes of this Policy, the following terms and definitions apply:

Student: defined as any person enrolled in or taking courses in an educational program of Wake Forest School of Medicine

3) **Policy Guidelines:**

a) **Refunds**

Students who withdraw from school or fail to complete the period of enrollment prior to the sixth week of the academic term may be entitled to a partial refund of tuition and fees depending on the date of withdrawal (see table below for applicable percentage of refund of tuition and fees).

<table>
<thead>
<tr>
<th>Withdrawal/Failure to Completion Date</th>
<th>Before classes begin</th>
<th>During 1st week</th>
<th>During 2nd week</th>
<th>During 3rd week</th>
<th>During 4th week</th>
<th>During 5th week</th>
<th>During 6th week</th>
<th>After 6th week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Total Tuition and Fees to be Refunded</td>
<td>100%</td>
<td>90%</td>
<td>75%</td>
<td>50%</td>
<td>30%</td>
<td>20%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>
The academic term will start at orientation, or when there is no orientation, with the first day of classes as scheduled for each class year of an educational program. The refund scale as shown will be applied beginning with academic year 2016-2017.

Refunds apply to the academic year of withdrawal only. Students are responsible for officially withdrawing to be eligible for a refund. Nonpayment for classes for which a student is registered or nonattendance in a registered class does not release the student from financial obligations and will not drop the student from the class.

Students enrolled in the school’s medical insurance plan have the option of continuing the coverage until the end of the academic term. Students who elect to cancel coverage will receive a pro-rata refund of the amount pre-paid for coverage that would have applied after the withdrawal date.

Students who elect to park in the school’s parking facilities may cancel parking after the withdrawal date and will receive a pro-rata refund of the amount pre-paid for parking.

b) Return of Financial Aid Funds

In accordance with federal regulations, a student who receives federal financial aid but does not complete the payment period for which that aid was awarded may not be entitled to all of the financial aid funds awarded and/or disbursed. The requirements of this policy pertaining to return of financial aid funds apply to leaves of absence, as well as, withdrawals and dismissals.

Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including dismissals and leaves of absence, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Thus, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds. An exception may apply for a leave of absence. See information regarding a leave of absence, below.

Wake Forest School of Medicine is required to calculate how much federal financial aid a student has earned. Based on this calculation, Wake Forest School of Medicine students who receive federal financial aid and do not complete their classes during a semester or term could be responsible for repaying a portion of the aid they received. Students who do not begin attendance must repay all financial aid disbursed for the term.

Return of financial aid funds is determined according to the following:

i. The term “Title IV Funds” refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and for students enrolled at Wake Forest School of Medicine includes the following programs: Federal Direct Unsubsidized Stafford Loans and Federal Direct Graduate PLUS Loans.

ii. The withdrawal date used in the return calculation of a student’s federal financial aid is the actual date indicated on the official drop form. If a student stops attending classes without notifying the School of Medicine, the withdrawal date will be the midpoint of the semester.
or the last date of academic activity as determined by the School. Additional documentation supporting the last date of academic activity may be provided by the student if they verify a later date of attendance than determined by the School.

iii. Determining the amount of Title IV funds to be returned:

Refunds on all allowable charges including tuition and fees will be prorated on a per diem basis based on the number of days in attendance as a proportion to the number of days in the term or period of enrollment, up to the 60% point in the semester. There are no refunds after the 60% point in time, as the federal regulations view the aid has been “100% earned” after that point in time. A copy of the worksheet used for this calculation and examples can be requested from the Financial Aid Office.

In accordance with federal regulations, the return of Title IV funds is paid in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Federal Perkins Loans
- Direct PLUS Loans
- Other Title IV assistance
- The student

iv. Institutional and Student Responsibilities

- Wake Forest School of Medicine responsibilities include:
  - Providing each student with the information given in this policy
  - Review of examples of the Return of Title IV Aid and the Refund Policy with students
  - Identifying students who are affected by this policy
  - Completing the Return of Title IV Funds calculation for students who are subject to the policy
  - Returning the Title IV Funds that are due the Title IV programs within 30 days of withdrawal, dismissal, or leave.

- The student's responsibilities include:
  - Students with Federal/Title IV financial aid must notify the Financial Aid Office to discuss the implications of a withdrawal, leave of absence, or dismissal before it occurs.
  - Returning to the Title IV programs any funds that were disbursed directly to the student and for which the student was determined to be ineligible under the Return of Title IV funds calculation. The student will also be billed for and required to pay any balance that results from a return of funds.

   c) Post-Withdrawal Disbursements

In some cases, a student may be eligible to receive a “post-withdrawal” disbursement after the student withdraws when the amount of aid earned is less than the amount of aid disbursed. In such cases, the
Financial Aid Office will notify the student of the “post-withdrawal” disbursement.

d) **Leave of Absence**

Students are permitted to have one leave of absence (medical, personal, educational, administrative) within a 12-month period that does not require a return of federal financial aid funds provided that:

i. The student completes the requirements for formal leave of absence in accordance with the School of Medicine’s Leave of Absence policy;
ii. The leave of absence does not exceed 180 days in length; and
iii. The leave of absence ends before the next payment period begins.

Students who are on a leave of absence as of the first day of the academic year are not eligible to receive financial aid until they return from the leave, register for classes, and begin coursework.

Students who begin a leave after the academic year begins are eligible for financial aid already disbursed, but are not eligible for additional financial aid disbursements until they return from the leave of absence.

If a student takes an approved leave of absences and then does not return from the leave within 180 days or within the payment period, the student will be subject to the requirements for the return of federal financial aid. For the purposes of calculating earned financial aid, the last date of attendance will be retroactive to the day the leave of absence began.

4) **Review/Revision/Implementation**

a) **Review Cycle:** This policy shall be reviewed by the Educational Policy Group at least every three (3) years from the effective date.

b) **Office of Record:** After authorization, the Legal Department shall house this policy in a policy database and shall be the office of record for this policy.

5) **Governing Law or Regulations:** Higher Education Act of 1965 (as amended)

6) **Revision Dates:** 12/02/2015