1.0 **Policy Statement**

It is the Elson S. Floyd College of Medicine (ESFCOM) policy to refund tuition in situations involving student enrollment cancellation/withdrawal from the College of Medicine.

2.0 **Definitions**

**Enrollment:** The process of admission and registration for selected College of Medicine matriculation.

**Withdrawal:** The process of removal from previously registered College of Medicine studies.

3.0 **Responsibilities**

Elson S Floyd College of Medicine Office of Student Affairs
Associate Dean for Student Affairs

4.0 **Procedures**

The determination of refunds described below are current and are determined yearly. Note that the refund determinations change as revisions to governmental regulations occur.

- Students who cancel their enrollment after classes have started incur an administrative fee of 5 percent of the assessed tuition and mandatory fees, but no more than $100.00, in addition to other amounts owing.
- Tuition, operating, and student services and activities fees return in full if students officially withdraw from the university prior to the sixth day of classes during an academic year.
- Students who withdraw in the academic year receive a refund of tuition and fees based upon the following schedule:

<table>
<thead>
<tr>
<th>Week</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10 and later</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent Reduction</td>
<td>100</td>
<td>80</td>
<td>80</td>
<td>70</td>
<td>60</td>
<td>60</td>
<td>50</td>
<td>50</td>
<td>40</td>
<td>0</td>
</tr>
</tbody>
</table>

- Weeks during which the College of Medicine is on vacation for the entire week do not count in this adjustment schedule (e.g. Thanksgiving Break, Spring Break).
- Refunds for students who receive financial aid compute on a modified schedule provided by the WSU Office of Student Financial Services.
The process for handling tuition in case of the death of a student is as follows: When the ESFCOM is notified of a student death, prior to other university offices, the ESFCOM Dean will inform the WSU Spokane Student Affairs Office regarding the death of a student. The WSU Spokane Student Affairs Office will notify the Dean of Students. The Dean of Students notifies numerous offices regarding a death of a student by memo via email asking that all address information be removed from the account. WSU Pullman Dean of Students Office will communicate with the student’s family regarding tuition refund. If the student is currently enrolled, the Registrar’s Office where the student is enrolled submits a cancellation of enrollment administratively stating 100% tuition reduction for the current and remaining terms in the academic year. No cancellation of enrollment administrative fee is applied. The Registrar’s Office will notify the appropriate offices, such as Benefit Services and Student Accounts of the cancellation and refund. The Registrar’s Office removes student from classes and recalculates the tuition to adjust the tuition reduction. The Registrar’s Office notifies Student Financial Services if student has applied for and/or has financial aid.

5.0 Related Policies
NA

6.0 Key Search Words
Tuition refund, withdrawal, enrollment,

7.0 Revision History

<table>
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<th>Original Approval Date</th>
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<td>5/12/2016</td>
<td>EC.12.01.160512</td>
<td>02/22/17</td>
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<td>2/22/2017</td>
<td>EC.12.01.170320</td>
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**Responsible Office:** ESFCOM Office of Student Affairs

**Policy Contact:** Associate Dean Student Affairs

**Supersedes:** N/A