



Policy Title:
Tuition Refund

Policy Identifier
USCSOMC – Fin – 1.02

Prepared by: Student Affairs	Creation Date: 3-20-24
Reviewed by: Student Services Committee	Review Date:
Approved by: MD Program Policy and Procedures Committee	Effective Date: 7-16-24
Category: Financial Aid/Tuition and Fees	

LCME Standards

12.2 - Tuition Refund Policy

Scope

University of South Carolina (USC) School of Medicine Columbia students.

Policy Statement

In certain cases, the USC School of Medicine Columbia will refund a part of academic fees if a student withdraws from the University. The tuition refund policy is consistent with the University of South Carolina policy providing pro-rated refund amounts. All refunds are based solely on the percentage of time (in days, including weekend days and holidays) between the first day of the student’s current semester/block/clerkship/rotation and the last day of the semester/block/clerkship/rotation.

Reason for Policy

The LCME expects a medical school to have clear policies for the refund of a medical student’s tuition and associated fees.

Procedures

All requests for refunds must be received during the academic year for which the fees were paid. The academic year begins with the fall term and ends with the spring term. Refunds may be requested at any time during the academic year in which the applicable term occurs. Students seeking to withdraw should contact the Office for Student Affairs and Career Advising’s Financial Aid Advisor who will determine if federal aid must be returned to the Department of Education. The refund percentage will be calculated in accordance to the University of South Carolina policy ([USC policy – FINA 4.06 Refund of Academic Fees](#)). For fully withdrawn students receiving federal and/or state funds, the refund will be governed by the current Federal Title IV refund policy.

Other Fees

If the student purchased health insurance through the university, the student health insurance plan



allows for a refund during the first 30 days of an enrollment period. After 30 days the premium is no longer refundable. Disability insurance is non-refundable. Refunds of payments for course fees are provided any time prior to the start of the course for which the fee is charged.

Appeals Process

A process for appeals is in place for students who believe circumstances warrant exceptions from published policy. The student must be fully withdrawn from the University in order to apply for an appeal. The Financial Aid Advisor is available to assist a student with the appeals process.

Contacts

Office of the Registrar
Office of Student Affairs

History

Date of Change	Change
3-20-24	Drafted policy in new template