



## **Policy Title**

Tuition Refund Policy

## **Identifier**

USCSOMG – FINA – 2.0

**Prepared by:** Office of Student Affairs

**Date:** 04/01/2018

**Approved by:** Student Affairs Policy Committee

**Date:** 04/30/2018

**Reviewed by:** USCSOMG Policy Review Committee

**Date:** 05/24/2018

**Communicated to:** USCSOMG Students

**Date:** 07/16/2018

**Effective Date:** 05/24/2018

## **LCME Standards**

12.2 Tuition Refund Policy

## **Scope**

University of South Carolina (USC) School of Medicine Greenville students

## **Policy Statement**

The University will refund a portion of academic fees in cases of drop/withdrawal from the University. The USC School of Medicine Greenville employs a flat tuition structure that is based on a semester payment instead of an hourly rate, and is not dependent on a particular “Part of Term”. As such, all dates resulting from this policy are calculated based on the actual start and end dates of the impacted courses within the respective semester.

## **Reason for Policy**

To provide USC School of Medicine students clarity on the refund policy.

## **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 completion of the spring term. Refunds may be requested at any time during the academic year in which the applicable term occurs.

Should a student seek to withdraw or change their enrollment status, USC School of Medicine Greenville’s tuition refund policy is consistent with the University of South Carolina policy providing pro-rated refund amounts based on the percentage of the parts of term / enrollment period that has been completed (see [USC policy – FINA 4.06 Refund of Academic Fees](#)). Students seeking to withdraw should contact the Office of Student Affairs, whereupon the Sr. Asst. Director of Financial Aid and Student Records will determine if federal aid money will need to be returned to the Department of Education, creating a bill to be paid to USC.

## **Determining the Refundable Portion Procedure**

Student refunds are calculated according University of South Carolina policy. Please review [USC policy – FINA 4.06 Refund of Academic Fees for more information](#).

## **Drop/Withdrawal Refund Policy**

The USC School of Medicine Greenville will issue refunds to students who withdraw from courses in accordance to university of South Carolina policy. Please review [USC policy – FINA 4.06 Refund of Academic Fees for more information.](#)

## **Refund Schedules**

The University Registrar maintains the official refund schedules for all programs at USC. When a medical student seeks to withdraw, s/he must first contact the Sr. Asst. Director of Financial Aid and Student Records to discuss the amount and procedure for a refund. As a medical student, schedules are very complicated and no refund calculation can be completed until the student decides on a date for withdrawal.

## **Refund Rate**

Owing to the fact that the USC School of Medicine Greenville has a flat tuition rate, there is no traditional “part-time” rate for enrollment that the USC Banner system can use for the calculation of refunds. For this purpose, a partial tuition rate must be created for sole use in the calculation of refunds. Both medical schools of USC have decided upon the following equation to establish the refund rate:

$$\frac{\text{Tuition Rate}}{12 \text{ (Full-Time Hours)}} = \text{Refund Rate per hour}$$

## **Return of Title IV Funds**

For fully withdrawn students receiving federal and/or state funds, the refund will be governed by the current Federal Title IV refund policy. Please review [USC policy – FINA 4.06 Refund of Academic Fees for more information.](#)

## **Appeals Process**

A process for appeals exists 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 Withdrawal Refund Appeals Committee for each campus reviews and act on all appeals:

Withdrawal Refund Appeals Committee  
Office of the Registrar  
University of South Carolina  
Columbia, SC 29208  
803-777-5555

## **Sanctions**

n/a

## **Additional Contacts**

Senior Assistant Director of Financial Aid and Student Records  
Office of Student Affairs and Admissions  
USC (Columbia) Office of Student Financial Aid and Scholarships

## **Related Information**

USC School of Medicine Greenville Student Handbook  
[USC policy – FINA 4.06 Refund of Academic Fees](#)

## **History**

- Date of Change: 05/24/2018
- Change: Move to standardized template
- Reason for Change: LCME CQI