



Policy Title

Tuition Refund

Identifier

UofSCSOMG – FINA – 2.00

Prepared by: Office for Student Affairs and Admissions	
Reviewed by: Associate Dean for Student Affairs and Admissions	Review Date: 11/01/2019
Approved by: UofSCSOMG Policy Committee	Approval Date: 11/04/2019
	Effective Date: 11/04/2019

LCME Standards

12.2 Tuition Refund Policy

Scope

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

Policy Statement

In certain cases, the UofSC School of Medicine Greenville 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 module/clerkship/rotation and the last day of the module/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 Admissions and the Manager of Financial Aid and Registration 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 ([UofSC 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 For fully withdrawn students receiving federal and/or state funds, the refund will be governed by the current Federal Title IV refund policy.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 The student must be fully withdrawn from the University in order to apply for an appeal.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 Manager of Financial Aid and Registration is available to assist a student with the appeals process.

Sanctions

NA

Additional Contacts

Manager of Financial Aid and Registration
Office for Student Affairs and Admissions
UofSC (Columbia) Office of Student Financial Aid and Scholarships

Related Information

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

History

Date of Change	Change
November 2019	Clarification of refunds for other fees, LCME CQI
July 2019	Editorial changes made due to branding updates and titles; formal approval not required.
July 2018	Policy formalized into standardized template, LCME CQI