Policy Title
Tuition Refund Policy

Identifier
UofSCSOMG – FINA – 2.0

<table>
<thead>
<tr>
<th>Prepared by: Office for Student Affairs</th>
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<tbody>
<tr>
<td>Reviewed by: Student Affairs Policy Committee</td>
<td>Approval Date: 05/24/2018</td>
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<td>Approved by: UofSCSOMG Policy Committee</td>
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LCME Standards
12.2 Tuition Refund Policy

Scope
University of South Carolina (UofSC) 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 UofSC 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 UofSC 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, UofSC 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 Manager of Financial Aid and Registration 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 UofSC 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 UofSC. When a medical student seeks to withdraw, s/he must first contact the Manager of Financial Aid and Registration 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 UofSC School of Medicine Greenville has a flat tuition rate, there is no traditional “part-time” rate for enrollment that the UofSC 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 UofSC have decided upon the following equation to establish the refund rate:

\[
\text{Tuition Rate} = \text{Refund Rate per hour} \times \frac{12}{\text{Full-Time Hours}}
\]

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
NA

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

Related Information
UofSC School of Medicine Greenville Student Handbook
USC policy – FINA 4.06 Refund of Academic Fees
## History

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<tr>
<th>Date of Change</th>
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<tr>
<td>July 2019</td>
<td>Editorial changes made due to branding updates and titles; formal approval not required.</td>
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<tr>
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<td>Policy formalized into standardized template, LCME CQI</td>
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