



## University of South Alabama College of Medicine Withdrawal and Refund Policy

A student wishing to withdraw voluntarily or is approved for an Academic Leave of Absence must submit a formal request in writing to the Associate Dean of Student Affairs. Notification of withdrawal will be sent to the directors of the courses in which the student is enrolled with the effective date given.

A student who withdraws or is given an approved Academic Leave of Absence must complete an exit interview with the Office of Student Records and the Office of Financial Aid.

<b>Withdrawal Date</b>	<b>Percentage of Tuition &amp; Fees Refunded*</b>
Within first week of class	100%
Within second week of class	75%
Within third week of class	50%
Within fourth week of class	25%
After four weeks of class	0%



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- For complete withdrawals, other fees paid are proportionately refunded also, except those listed as non-refundable.
  - Application fees and registration fees (including the late registration or late payment fees) are non-refundable fees.
  - A student called for military service during the school term should consult the Office of Student Accounting regarding refunds of fees.
  - Any tuition refunds originally paid by credit card will be refunded back to credit card. PIN Debit card transactions processed at the point of sale at the Office of Student Accounting or Housing Office will be refunded via check or electronic direct deposit.
- \*The Associate Dean of Student Affairs for the College of Medicine reserves the right to make special exceptions to the policy stated above on a case by case basis.

### **Return of Federal Financial Aid Refunds:**

In accordance with federal guidelines, when a student completely withdraws from school, a portion of Federal Financial aid loan funds must be returned to the applicable federal program (s). If a federal aid recipient completely withdraws from school after beginning attendance, the amount of federal aid earned by the student must be determined based on the number of days the student attended in the given term. If the amount disbursed to the student is greater than the amount the student earned, the unearned federal aid funds must be returned. Federal aid funds will be returned in the following order:

- GRAD PLUS loans
- Unsubsidized Direct Stafford loans

**NOTE:** If your Title IV Financial Aid required return is greater than the posted University refund at the time of your withdrawal, you will owe the difference to the University. The Office of Student Accounting will notify you of the amount due.

If a student completely withdraws after completing 60% of the term, then it is assumed that the student has earned 100% of their federal aid award, and no funds will be returned to the federal programs.