Withdrawal, Tuition Refund and Return of Title IV Funds

Content Applies To:
Mayo Clinic in Arizona, Florida, and Minnesota

Scope
This policy applies to students/trainees within the College of Medicine (COM).

Purpose
The College of Medicine (COM) learner Withdrawal Policy, Tuition Refund Policy and Return of Title IV Funds Policy is designed for learners who wish to discontinue their enrollment in their educational program.

Withdrawal Policy
Learners, who choose to terminate their enrollment before the completion of their program, must officially withdraw from their classes and notify appropriate COM staff/departments. Official withdrawal is essential to ensure that the learner's academic record is not jeopardized and that financial matters are addressed. Failure to properly withdraw may impact readmission and could result in unexpected financial liabilities for the learner and/or the COM.

Withdrawal Procedure
Learners who withdraw from the COM must initiate the process with their respective school or program director. The following steps must be taken to formally withdraw from the COM:

- Discuss the matter with the appropriate operations manager, administrator, program director and/or associate dean.
- The learner must provide written notice of withdrawal to the program director and/or other appropriate school official.
- An appropriate school official will notify the Student Financial Aid/Registrar's Office that the learner has withdrawn from the program.
- The Student Financial Aid/Registrar's Office and the Bursar's Office will determine the appropriate refund of tuition (if applicable) and whether or not the learner has any financial liability from the calculation of the Return of Title IV policy. The learner will be notified if additional financial obligations are incurred.

Tuition/Fee Refund Policy
Learners who receive a COM school or departmental tuition scholarship or waiver are not eligible for a refund. Learners who have signed an employment contract with a specific department and have their tuition paid for should review their contract for implications of withdrawal. If the learner is a financial aid recipient, the refund will be returned to the grant, scholarship, or loan source from which they received funds. This situation may require the learner to return financial aid funds received to the COM, the federal government, or both. If circumstances require the learner to withdraw or leave a COM school or program, they are encouraged to contact the COM Student Services Office to clearly understand the financial implications of withdrawal.
• Withdrawals made within 7 calendar days following the start of the course or program, a refund will be made less an administrative fee of $75.
• Withdrawals made after 7 calendar days from the start of the course or program, no refund will be made.

Mayo School of Professional Development (MSCPD) and Mayo School of Health Sciences (MSHS) professional enhancement course (PEC):

• Withdrawals made more than 14 days prior to the start of the course or program, a refund will be made less an administration fee of $75.
• Withdrawals made within 14 days of the first day of the course or program, no refund will be made.

The COM reserves the right to cancel or postpone any course or program due to unforeseen circumstances. In the unlikely event a course or program is canceled or postponed, the registration fee is refunded, but the COM is not responsible for any related costs, charges, or other expenses, including fees assessed by airline/travel/lodging agencies.

**Return of Title IV Funds Policy**
The College of Medicine Student Financial Aid Office must determine if the student owes a repayment of unearned funds that were disbursed directly to the student or credited to the student's account. If the student received federal financial assistance, a portion of the refund must be returned to the loan or grant source from which the assistance was received.

The College of Medicine Student Financial Aid Office uses a federally mandated formula for determining the amount of the refund and the repayment. The Federal government mandates that if you withdraw from all classes, you may only keep the financial aid that has been "earned" up to the time of withdrawal.

The federal formula is applicable to all students, whether or not they received Title IV aid, who withdraw on or before 60 percent of the term expires. The definition of Title IV aid includes the Federal Pell Grant, Federal Stafford Loans, and the Federal PLUS Loan. Any Title IV funds that were disbursed in excess of the earned amount must be returned to the federal government by the College of Medicine and/or you. If you received a credit balance refund check for financial aid that was credited earlier in the term (which was to be utilized for personal expenses or housing expenses), you may be required to return a portion of those funds to Mayo. This portion represents funds that were intended to pay for education-related expenses through the end of the term. The amount to be returned to Mayo will be calculated from the date on which you officially withdraw.

The College of Medicine Financial Aid Office will determine the amount of aid you earned up to the point of withdrawal. In order to calculate this, we will divide the number of calendar days you attended classes by the total number of calendar days in the term (less any scheduled break of 5 days or more). This percentage is then multiplied by the total amount of federal funds that were disbursed for the term. The calculation determines the amount of aid that you are allowed to keep. The unearned amount of financial aid must be returned to the federal government. The
College of Medicine Financial Aid Office will notify you with instructions on how to proceed if you are required to return funds to the federal government.

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned by you or the College of Medicine must be returned in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. State Programs
6. Institutional Funds
7. The student

Please contact the College of Medicine Financial Aid Office if you have questions regarding this policy.