

	DOCUMENT TYPE: POLICY	EFFECTIVE DATE: 08/01/2022
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ORGANIZATION(S):

- | | |
|---|---|
| <input type="checkbox"/> North Carolina Baptist Hospital (NCBH) | <input type="checkbox"/> Wake Forest Health Network (WFHN) |
| <input type="checkbox"/> Lexington Medical Center (LMC) | <input type="checkbox"/> Wake Forest University Health Sciences (WFUHS) |
| <input type="checkbox"/> Davie Medical Center (DMC) | <input checked="" type="checkbox"/> Wake Forest University School of Medicine |
| <input type="checkbox"/> Wilkes Medical Center (WMC) | <input type="checkbox"/> NCBH Outpatient Endoscopy |
| <input type="checkbox"/> High Point Medical Center (HPMC) | <input type="checkbox"/> Wake Forest Baptist Imaging, LLC (WFBI) |

PURPOSE

A Student who withdraws from the Wake Forest School of Medicine or the Wake Forest University Graduate School of Arts and Sciences-Biomedical Graduate Program during a term will be entitled to a refund of certain charges as set forth in this Policy.

SCOPE

This policy applies to all Wake Forest School of Medicine (WFSM) and Wake Forest University Graduate School of Arts and Sciences-Biomedical Graduate Program students.

DEFINITIONS

- A. **Policy:** A statement of principle that is developed for the purpose of guiding decisions and activities related to governance, administration, or management of care, treatment, services or other activities. A policy may help to ensure compliance with applicable laws and regulations, promote one or more missions, contain guidelines for governance, and set parameters within which faculty, staff, students, visitors, and others are expected to operate.
- B. **WFBH:** Wake Forest Baptist Health (WFBH) is a health system that includes Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Lexington Medical Center (LMC), Davie Medical Center (DMC), Wilkes Medical Center (WMC), High Point Medical Center (HPMC), Wake Forest Baptist Imaging, LLC (WFBI), NCBH Outpatient Endoscopy, Wake Forest Health Network (WFHN), and Premier Surgery Center.
- C. **Student:** A person who matriculates into, is enrolled in, or is taking courses in the Academic Nursing, the Physician Assistant (PA), or the Undergraduate Medical Education (MD) programs of Wake Forest School of Medicine or the Wake Forest University Graduate School of Arts and Sciences-Biomedical Graduate Programs (hereinafter jointly referred to as "School").

POLICY GUIDELINES

A. Refund of Tuition and Fees

1. All School of Medicine and Biomedical Graduate Programs

Circumstances may arise during a term that cause significant disruptions to School of Medicine and/or Graduate School operations and result in the closing of campus or a change in course modalities. These circumstances include, without limitation, extreme weather, fire, natural disaster, war, labor disturbances, loss of utilities, riots or civil commotions, epidemic, pandemic, public health crisis, power of government, or any other circumstance like or unlike any circumstance mentioned above, which is beyond the reasonable control or authority of the School of Medicine and/or the Graduate School. There will be no refunds for tuition or any fees paid by students in such circumstances.

- a. Refunds will only be provided for amounts paid by the student. Students will not be refunded for any tuition amounts covered by institutional scholarships.
- b. Students who are dismissed from a program for any reason will not be refunded any tuition or fees paid.

2. Academic Nursing Programs

- a. Students who withdraw or take a leave of absence from Academic Nursing Programs before completing 60% of the payment period will be entitled to a partial refund of tuition and fees depending on the number of days completed within the payment period.
- b. Refunds of fees are prorated based on enrollment.
- c. Percent of tuition charged to the student equals the number of days completed up to the withdrawal date divided by the total days in the term. (Any Academic Nursing Program scheduled break of five days or more is not counted as part of the days in the payment period.)
- d. The Financial Aid Office counsels Academic Nursing students individually to provide estimates of a tuition adjustment based on each class year's tuition payment periods.
 - i. Because payment structure does not align with the first day of classes or the academic calendar, refunds will be based on the payment period start date.
 - ii. Refunds apply to the payment period of withdrawal only. Students are responsible for officially withdrawing or taking a leave of absence to be eligible for a refund. Nonpayment for classes for which a Student is registered or nonattendance in a registered class or classes does not release the Student from financial obligations and will not drop the Student from the class(es) or the Academic Nursing program.
- e. The academic term will start at orientation, or when there is no orientation, with the first day of classes as scheduled for each class year of an educational program.

3. Biomedical Graduate Programs

- a. Students who withdraw or take a leave of absence from a biomedical graduate program before completing 60% of the payment period will be entitled to a partial refund of tuition and fees depending on the number of days completed within the

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payment period.

- b. Percent of tuition charged to the student equals the number of days completed up to the withdrawal date divided by the total days in the term. Any Biomedical Graduate Program scheduled break of five days or more is not counted as part of the days in the payment period.
- c. The Financial Aid Office counsels biomedical graduate program students individually to provide estimates of a tuition adjustment based on each academic term's tuition payment periods.
 - i. Payment structure aligns with the Biomedical Graduate Program's academic calendar. As such, refunds will be calculated using the term's orientation day as the first day of the payment period.
 - ii. Students are responsible for officially withdrawing or taking a leave of absence to be eligible for a refund. Nonpayment for classes for which a student is registered or nonattendance in a registered class or classes does not release the student from financial obligations and will not drop the student from their class(es) or their biomedical graduate program.

4. MD Program

- a. Students who withdraw or take a leave of absence from the MD Program before completing 60% of the payment period will be entitled to a partial refund of tuition and fees depending on the number of days completed within the payment period.
- b. Percent of tuition charged to the student equals the number of days completed up to the withdrawal date divided by the total days in the term. (Any MD Program scheduled break of five days or more is not counted as part of the days in the payment period.)
- c. The Financial Aid Office counsels MD students individually to provide estimates of a tuition adjustment based on each class year's tuition payment periods.
 - i. Because payment structure does not align with the first day of classes or the academic calendar, refunds will be based on the payment period start date.
 - ii. Students are responsible for officially withdrawing or taking a leave of absence to be eligible for a refund. Nonpayment for classes for which a student is registered or nonattendance in a registered class or classes does not release the student from financial obligations and will not drop the student from the class(es) or the MD program.

5. PA Program

1. Pre-Clinical Phase (Terms I – III): In the pre-clinical phase, students who withdraw or take a leave of absence (including deceleration) from the PA Program before completing 75% of the term associated with that payment period will be entitled to a partial refund on a pro-rata basis of tuition and fees.
2. Clinical Phase (Terms IV – VI): In the clinical phase, students who withdraw or take a leave of absence (including deceleration) from the PA Program before completing 60% of the term associated with that payment period will be entitled to a partial refund on a pro-rata basis of tuition and fees.
3. Refunds of fees are prorated based on enrollment.

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4. The percent of tuition charged to the student equals the number of days completed up to the withdrawal date divided by the total days in the term. (Any PA Program scheduled break of five days or more is not counted as part of the days in the payment period.)
5. Because the payment schedule does not always align with the first day of classes or the academic calendar, refunds will be based on the payment period start date.
6. Students are responsible for officially withdrawing or taking a leave of absence (including deceleration) to be eligible for a refund. Nonpayment for courses in which a student is registered will not be sufficient to drop the student from the course enrollment or the PA program itself. In addition, non-attendance in a registered course or courses does not release the student from financial obligations.
7. The Financial Aid Office will work with the PA program to counsel PA students individually by providing an estimate of a tuition adjustment based on each class year's tuition/fee payment periods.

REFERENCES

Higher Education Act of 1965 (as amended)

ATTACHMENTS

None

REVISION DATES

12/2/2015; 10/17/2019; 8/4/2020; 6/4/2021; 7/2022