

College of Medicine and Science

Withdrawal and Tuition Refund Policy

Scope

Applies to employees of the Mayo Clinic College of Medicine and Science (MCCMS) Financial Aid Department and MCCMS students when a student withdraws from a course or program.

Purpose

To define the circumstances under which students may discontinue their enrollment in a MCCMS educational course or program.

To comply with state and federal laws that regulate financial aid and tuition funds.

Policy

- Students who choose to terminate their enrollment before the completion of their course, term or payment period must officially withdraw from their classes and notify appropriate MCCMs staff/departments.
 - Students must withdraw prior to the 80th percentile of the term, course, or payment period to receive a grade of W (withdraw).
- Failure to properly withdraw may impact readmission and may result in financial liabilities for the student and/or MCCMS.

Withdrawal

- Students who withdraw from MCCMS must initiate the process with their respective school or program director.
- A formal withdrawal from MCCMS requires that:
 - The student discuss the matter with the appropriate operations manager, administrator, program director and/or associate dean.
 - The student provide written notice of withdrawal to the program director and/or other appropriate school official. Email is an acceptable form of written communication.
 - An appropriate school official notify the Student Financial Aid/Registrar's Office that the student has withdrawn from the program.
 - The Student Financial Aid/Registrar's Office and the Bursar's Office 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 student will be notified if additional financial obligations are incurred.

Tuition/Fee Refund

- MCCMS adheres to the following regarding tuition/fee refunds:
 - Withdrawals made within 7 calendar days following the start of the course, term or payment period will receive a 100% refund.
 - A prorated refund is available for students who withdraw from all courses after the 7th calendar day but before the 60th percentile of the course, term or payment period. There is no refund for students who withdraw after the 60th percentile of the term or payment period.
 - Students who receive a full MCCMS school or Mayo departmental tuition scholarship or waiver are not eligible for a refund.
 - Students who have signed an employment contract with a specific department and have their tuition paid for should review their contract for implications of withdrawal.
 - Federal Financial Aid recipients who withdraw from all classes/courses prior to the 60th percentile of the term may be required to return a portion of the Federal Title IV aid they received. Please see the [Return of Title IV \(R2T4\) Funds Policy](#).
 - MCCMS 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 in full.
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Policy Notes

N/A

Related Procedures

[Return of Title IV Funds \(R2T4\) Policy](#)

Related Documents

N/A

Definitions

Title IV: Financial aid funds from the federal government.

References

N/A

Owner

Dave Dahlen on behalf of the MCCMS Policy Workgroup

Contact

Lindsay Meyer

Revision History

Date	Synopsis of Change
02/19/2019	Scheduled Review. Updated statement on prorated refund.
07/05/2016	Changed scope to include MCCM Financial Aid Department. Added bullet point regarding federal and state laws to "Purpose." Removed "Policy" from "Tuition/Fee Refund Policy" heading. Added definition of "Title IV."
06/23/2016	Removed Return of Title IV Funds and added Florida Exception Combined Withdrawal policy with Tuition Refund & Return of Title Funds policy; removed previous refund table & revised to show refund policy changes including when refund less administrative fee available & when refund not available; minor text edits including changing student to learner where appropriate.
06/20/2016	Approval for need to establish document: MCCMS Policy Workgroup

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Workflow Reviewer Name(s): Flom Murphy, Melissa A., J.D.

Workflow Approver Name(s): Dahlen, David L.

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Comments:

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