

Withdrawal and Tuition Refund Policy

Scope

This policy applies to the Mayo Clinic College of Medicine (MCCM) Financial Aid Department when an MCCM student withdraws from a course.

Purpose

- The MCCM Withdrawal Policy is designed for students who wish to discontinue their enrollment in their educational program.
- It creates compliance 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 MCCM staff/departments. Official withdrawal is essential to ensure that the student'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 student and/or the MCCM.

Withdrawal Procedure

Students who withdraw from MCCM 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 student must 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- An appropriate school official will notify the Student Financial Aid/Registrar's Office that the student has withdrawn from the program.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 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 student will be notified if additional financial obligations are incurred.

Tuition/Fee Refund

The following principles are observed:

- Withdraws made within 7 calendar days following the start of the course, term or payment period, will receive a 100% refund.
- No refunds will be made to students who withdraw after the 7th calendar day of the course, term or payment period with the following exception:
 - For students enrolled on the Florida Campus: Per Florida statute, a prorated refund is available for students who withdraw 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 MCCM 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 Funds Policy.

The MCCM 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.

Related Procedure(s)

Return of Title IV Funds Policy (TBD)

Related Document(s)

N/A

Definitions

Title IV: financial aid funds from the federal government.

References

N/A

Approved by

MCCM Policy Workgroup, 06/20/2016

Owner

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Contact

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Revision History

Date	Synopsis of Change
7/5/16	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."

6/23/16	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.
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Comments: 7/5/16 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." 6/23/16 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.

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