

TUITION REFUND POLICY

Policy Statement

The Tilman J. Fertitta Family College of Medicine abides by the Texas Education Code Section 54.006 which stipulated the percentage of tuition and eligible mandatory fees to be refunded to students who drop courses or withdraw from a public institution of higher education.

Purpose

This policy ensures that the College of Medicine meets all state, federal, and University compliance standards regarding the refund of tuition and eligible mandatory fees when there is a change in the student's enrollment status. This policy complies with Liaison Committee on Medical Education (LCME) accreditation standards, including LCME Element 12.2.

Scope and Application

This policy applies to all students admitted to and enrolled in the MD program at TJFFCOM.

Procedures

- I. Students Considering a Leave of Absence or Withdrawal
 - A. Students who are considering a leave of absence or withdrawal are required to meet with the assistant director of financial aid (ADFA) to review the refund policy and fee refunds relevant to the student's situation.

- II. Withdrawal From TJFFCOM
 - A. Students who withdraw from TJFFCOM are refunded a percentage of tuition and mandatory fees according to the schedule below based on the official withdrawal date.

Semester	Withdraw Date	Amount Refunded
Fall, Spring, or Summer (duration greater than 10 weeks)	Before 1 st day of Class	100% minus \$15 (UH standard matriculation deduction)
	Class days 1 through 5	80%
	Class days 6 through 10	70%
	Class days 11 through 15	50%
	Class days 16 through 20	25%
	Class day 21 and beyond	None

- B. The class day count is based on the official calendar for the school, not the specific course dates.
- C. Students may only fully withdraw from the program, not from individual courses.
- D. The dates of the first class of the term and refund amounts for each term are available on the TJFFCOM website and are updated annually.

III. Title IV

- A. A student will be considered to have earned 100% of Title IV federal student aid if they complete 60% of the term based on the TJFFCOM curriculum calendar.
- B. If a student leaves prior to 60% completion, unearned aid must be returned to Title IV.
- C. Dates for completion of 60% of the term are available on the TJFFCOM website.

IV. Leave of Absence from TJFFCOM

- A. Students going on an approved leave of absence for any reason will be treated as a withdrawal and the same method for determining the amount of tuition reimbursement will be applied.

SECTION 8. Responsible Official & Additional Contacts

Responsible college of medicine officer: Assistant Dean for Student Affairs
Approval Body: Dean's Cabinet

SECTION 9. Policy History

Original Approval Date: 2/15/2024

Revision 3: XX/XX/XXXX

Revision 2: XX/XX/XXXX

Revision 1: XX/XX/XXXX

SECTION 10. Related Policies/Guidance Documents

The Texas Education Code Section 54 is a State law which stipulates the provisions for tuition and fees for institutions of higher education in Texas. This law applies to all students enrolled in a higher education institution in Texas. Title IV of the Higher Education Act of 1965 (34 CFR 668.1(c)) is a Federal law pertaining to the administration of financial aid programs for postsecondary students by the Department of Education. This law applies to all postsecondary students who receive federal financial aid.