



Federal Return of Title IV Funds Policy

I. Tuition Refund

WMed has a tuition refund policy to determine the amount of tuition or other applicable charges refunded when a student stops attending all classes or clerkships during a payment period due to withdrawal, dismissal, or approved leave of absence. Students are required to submit a written request for withdrawal or leave of absence, and obtain approval from the associate dean for Student Affairs, in order to be eligible for a tuition refund. The medical school does not charge student fees that are subject to refund.

Tuition Refund Schedule:

Withdrawal Date	Tuition Refunded
Before the 1 st day of class	100% of tuition
The 1 st through 14 th day of class	75% of tuition
The 15 th through 21 st day of class	50% of tuition
The 22 nd through the 28 th day of class	25% of tuition
After the 28 th day of class	0% of tuition

Tuition for terms in which a leave of absence is approved is reviewed in accordance with the refund of tuition schedule. A student who is dismissed, or withdraws during any term without the prior written approval of the associate dean for Student Affairs, is not entitled to any tuition refund. There is generally no refund of tuition for leaves of absence starting after the deadline as stated in the refund of tuition schedule but exceptions may be made on a case-by-case basis.

The associate dean for Student Affairs may also deem a student eligible for partial or full refund of tuition at any time in the case of illness, death, involuntary call to military service, administrative error, or other exceptional circumstance.

II. Return of Federal Title IV Financial Aid

A student who ceases to be enrolled for any reason including withdrawal, dismissal, or leave of absence, prior to the end of a payment period in which s/he receives federal Title IV aid is subject to the return of federal Title IV funds calculation. The calculation for the return of federal Title IV funds is separate from the WMed tuition refund policy.

A. Calculating the Last Date of Attendance (LDA)

The Office of Financial Aid obtains the LDA from the Registrar or associate dean for Student Affairs.

1. In the event of withdrawal, the LDA is the earlier of:

- The date the student provides the school with official notification of the intent to withdraw.
- The date the institution becomes aware the student ceased attendance.



- The midpoint of the payment period for which Title IV assistance was disbursed if the student ceases to attend without official notification and approved withdrawal.
 - 2. In the event of a leave of absence, the start date of the leave of absence is the first calendar day following the LDA.
 - 3. In the event of a dismissal, the LDA is the date of the notice of dismissal to the student.
 - 4. In the event of withdrawal prior to the first day of a payment period or term, a student will be considered to have not enrolled and will not be eligible for any Title IV funds.
- B. The Office of Financial Aid calculates “earned” versus “unearned” federal aid according to the percentage of the payment period completed based on the last date that the student attended school.
- 1. Students completing 60% or less of the payment period are subject to a return of federal funds.
 - 2. Students completing more than 60% of the payment period are deemed to have “earned” 100% of the federal aid disbursed.
 - 3. Any “unearned” funds are returned to the appropriate federal program in the following order:
 - a. Unsubsidized federal loan.
 - b. Subsidized federal loan (does not apply to medical and other graduate-level students.)
 - c. Federal Grad PLUS loan.
- C. Formula for Calculating “Earned” and “Unearned” Aid
- The amounts of Title IV funds “earned” and “unearned” are determined by the following formula:
- The total number of days in the payment period is divided into the number of calendar days completed as of the withdrawal date.
- 1. If the amount of disbursed Title IV aid is less than the amount of “earned” aid, and the student has undisbursed aid, the Office of Financial Aid will determine if the student is owed a post-withdrawal disbursement.
 - 2. If the amount of disbursed Title IV aid is more than the amount of “earned” aid, the student and the institution will share responsibility for returning the amount of “unearned” aid to the appropriate federal program according to the refund calculation.
 - a. The amount to be returned by the institution is the lesser of the institutional charges multiplied by the unearned percentage of funds or the entire amount of excess funds.
 - b. The amount to be returned by the student is the amount of Title IV aid to be returned minus the amount returned by the institution.
 - c. Any amount returned by the student will be repaid according to the terms of the loan master promissory note.

IV. Post-Withdrawal Disbursements



If a student has undisbursed Title IV funds at the time of a withdrawal, and meets the conditions for a late disbursement, the aid is counted as aid that could have been disbursed in performing the refund calculation.

The Office of Financial aid notifies the student before making any post-withdrawal disbursement of loan funds within the required 30 days of the date of the school's determination that the student withdrew.

V. Credit Balances

When a student withdraws and a credit balance is created, the Return of Title IV funds calculation is performed prior to releasing any funds to the student or returning any funds to a Title IV program.

1. Within 14 days of the date that the Return of Title IV funds calculation is performed, the Office of Financial Aid contacts the student and, at the student's discretion, either returns the excess funds to reduce loan debt, or issues the excess funds to the student.
2. If a student cannot be located or excess funds issued to the student via check or EFT are returned undeliverable, the Office of Financial Aid returns the credit balance to the Title IV program within the initial 45-day period.

Contact the Office of Financial Aid for more information or assistance:

Deirdre Moore, Director of Financial Aid

financialaid@med.wmich.edu or 269.337.6107