

Table 5. Financial and Academic Calendar for the Master of Science Degree in Clinical Informatics, and Certificate in Applied Clinical Informatics

	2017-2018		2018-2019	
	Semester 1	Semester 2	Semester 1	Semester 2
Semester start date	05 Sep 2017	08 Jan 2018	04 Sep 2018	07 Jan 2019
Semester end date	16 Dec 2017	19 May 2018	15 Dec 2018	18 May 2019
Payment due date	05 Sep 2017	08 Jan 2018	04 Sep 2018	07 Jan 2019
Students registered for courses	18 Aug 2017	08 Dec 2017	03 Aug 2018	07 Dec 2018
Tuition invoices posted to student accounts	21 Aug 2017	11 Dec 2017	06 Aug 2018	10 Dec 2018
100% Tuition refund deadline	12 Sep 2017	15 Jan 2018	11 Sep 2018	14 Jan 2019
75% Tuition refund deadline	19 Sep 2017	22 Jan 2018	18 Sep 2018	21 Jan 2019
50% Tuition refund deadline	26 Sep 2017	29 Jan 2018	25 Sep 2018	28 Jan 2019
25% Tuition refund deadline	03 Oct 2017	05 Feb 2018	02 Oct 2018	04 Feb 2019
Financial aid disbursed to the medical school	29 Aug 2017	02 Jan 2018	28 Aug 2018	02 Jan 2019
Financial aid posted to student accounts	01 Sep 2017	05 Jan 2018	31 Aug 2018	04 Jan 2019
Financial aid credit balances issued to students	07 Sep 2017	11 Jan 2018	06 Sep 2018	10 Jan 2019

Credit Balances

The medical school refunds credit balances on student accounts within 14 days of funds being posted to the account.

Refund of Tuition

Students who obtain written approval from the associate dean for Student Affairs to officially withdraw from a semester/term or the graduate program may be eligible for a full or partial credit of tuition that has been assessed by the medical school and also that has been paid by the graduate student, according to the following guidelines:

- All unpaid charges, such as for books and other student account charges, including charges for WMU services and tickets, must be paid in full before any tuition is refunded. The medical school does not have student fees though payments for certain charges may be refunded. Payments made for parking, if the student selected paid parking at the medical school, are refunded on a pro-rated basis from the date of withdrawal.

- 100% refund of the tuition paid by the student if the associate dean for Student Affairs receives notice by email or letter prior to the semester/term start date within 7 days of the semester/term start date.
- 75% refund of the tuition paid by the student if the associate dean for Student Affairs receives notice by email or letter within 14 days of the semester/term start date.
- 50% refund of the tuition paid by the student if the associate dean for Student Affairs receives notice by email or letter within 21 days of the semester/term start date.
- 25% refund of the tuition paid by the student if the associate dean for Student Affairs receives notice by email or letter within 28 days of the semester/term start date.
- There is no refund of the tuition paid by the student for withdrawal after 28 days of the semester/term start date unless there are extenuating circumstance as determined at the discretion of the associate dean for Student Affairs.

The associate dean for Student Affairs shall make the determination whether to refund tuition, and of the refund amount, which may be adjusted based on outstanding student charges that have been incurred or are not able to be canceled. The associate dean for Students Affairs may also deem a student eligible for full or partial refund of tuition at any time in the case of exceptional circumstances such as illness, death, involuntary call to military service, or administrative error.

No credit is earned if any or all tuition is refunded, and the grade for any course in which the student is enrolled at the time of refund of tuition is the non-credit grade of Withdrawal.

A student who withdraws during any term without prior written approval of the associate dean for Student Affairs is considered to have unofficially withdrawn, is not entitled to any refund of tuition, and receives the non-credit grade of fail for any course in which the student is enrolled.

Other Graduate Student Account Charges

In addition to tuition, the medical school charges graduate students for the following:

- Required electronic books.
- Parking for students who choose to purchase parking from the medical school.
- The annual access charges for Sindecuse Health Center (for health services, including psychiatry services but excluding counseling services provided by Sindecuse Counseling Services) and WMU Student Recreation Center for eligible graduate students who choose to purchase access to these services.
- Photocopying exceeding the allowance of \$200 per student per academic year.
- Medical school property loaned to the student (eg, locker keys, identification badges, and equipment) that is damaged or not returned.