

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 the MD program, or take an approved leave of absence from the MD program, may be eligible for a partial credit of tuition that has been assessed by the medical school and also that has been paid by the medical 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 charge for parking, if the student selected paid parking at the medical school, is refunded on a pro-rated basis from the date of withdrawal or start date of the leave of absence. The medical school does not charge student fees that are subject to refund.
- 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 term start date or within 7 days of the 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 after 7 days and within 14 days of the 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 after 14 days and within 21 days of the 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 after 21 days and within 28 days of the term start date.
- There is no refund of the tuition paid by the student for withdrawal after 28 days of the 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/clerkship 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/clerkship in which the student is enrolled.

Tuition is refunded for an approved leave of absence in accordance with the tuition refund schedule unless the associate dean for Student Affairs may extend the period of time for the education normally covered by a given tuition payment.