

Appendix J - Tuition and Fee Refund Policy for Withdrawal or Leave of Absence or Dismissal

A student enrolled in Georgetown University Medical School who plans to withdraw, or go on a leave of absence, from the School of Medicine must give notice in writing to the Senior Associate Dean for Students. Before officially withdrawing, consult the Financial Aid Office for more information on the financial implications of your decision. When the withdrawal or the leave of absence from the school becomes official, credits for tuition and some mandatory fees will be calculated in accordance with the following schedule:

1. During the first and second week of classes, 100% credit will be issued.
2. During the third and fourth weeks of classes, 80% credit will be issued.
3. During the fifth or sixth weeks of classes, 70% credit will be issued.
4. During the seventh or eighth weeks of classes, 50% credit will be issued.
5. During the ninth week of classes, 40% credit will be issued.
6. After the ninth week of classes, NO credit will be issued.

Only the following fees will be pro-rated: Facility Fee, Laboratory Fee, Library Fee and Technology Fee. NO credit is given for other fees, insurance or services including Note Taking Services, pager fees, student disability insurance, student health insurance or needle stick insurance, regardless of date of withdrawal.

This policy also applies for students who are dismissed from the School of Medicine for whatever reason. The Deans of the School of Medicine or the Registrar will resolve questions with regard to the above schedule for calculating credits or refunds. Credit or refunds are calculated by semester, not by quarter, block, or rotation.

Note: Refunds for students who have federal student loans and who withdraw are governed by the refund procedures established by the Department of Education for return of student loan proceeds to the lender. The regulations require a student to “earn” federal financial aid on a daily basis as the term progresses. For example, if there were 100 days in the semester, a student withdrawing on the 30th day will have earned 30 percent of their federal aid. As of the 60% point in a given semester, the student is considered to have earned 100% of the federal loans

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borrowed for that term. Withdrawal before then requires the Medical School to return loan funds to the lender even though, based on the tuition refund schedule shown above, this may result in the student owing a balance to the Medical School. Before officially withdrawing, consult the Financial Aid Office for more information on the financial implications of your decision. This tuition refund policy is subject to change at any time due to federal regulatory and/or school policy revisions or updates.

Entering first year students should consult the refund schedule issued by the Office of Admissions for withdrawal prior to first year Registration and Orientation. Entering first year students who want to withdraw from the Medical School prior to the deadline set by the Office of Admission and/or prior to the first year Registration and Orientation must give notice in writing to the Office of Admissions.

No reduction of tuition will be made for being absent from classes.