



# Medical School Tuition Refund Policy

**Senior Leader:** Medical School Dean

**Policy Owner:** Associate Dean for Undergraduate Medical Education

**Responsible University Officer:** Associate Dean for Undergraduate Medical Education

**Policy Contact:** Medical School Financial Aid Director

---

## POLICY STATEMENT

The University of Minnesota Medical School (UMMS) abides by the University's [Tuition Refund Policy](#).

In addition, the UMMS supplements the University's policy by applying a "cost of degree" model to tuition charges. Within this model, medical students are charged a flat tuition rate for each semester of enrollment (irrespective of credits) and are required to pay for 11 semesters of the flat tuition rate as the "cost of the MD degree."

This policy applies to students admitted to and enrolled in the MD program irrespective of campus assignment. Except where noted, this policy applies to students admitted to the Medical Scientist Training Program (MD/PhD) for the MD portion of their training. However, due to its unique curricular requirements, MD/PhD students should speak with MD/PhD staff for additional details specific to their circumstances.

---

## REASON FOR POLICY

This policy ensures that the medical school meets all State, Federal (i.e. Title IV), and University of Minnesota compliance standards regarding the assessment of medical school tuition and refund of tuition charges when there is a change in a student's enrollment status. It also serves to clarify the procedures specific to students of the University of Minnesota Medical School.

This policy also ensures the medical school meets LCME Accreditation requirements as follows:

**Element 12.2: TUITION REFUND POLICY.** "A medical school has clear, reasonable, and fair policies for the refund of a medical student's tuition, fees, and other allowable payments (e.g., payments made for health or disability insurance, parking, housing, and other similar services for which a student may no longer be eligible following withdrawal)."

---

## PROCEDURES

### Standard Tuition Procedures:

The 11-semester "cost-of-degree" model is based on the UMMS's current standard MD curriculum inclusive of the foundational and clinical science portions of the curriculum.

Because medical school tuition is charged per semester of enrollment [not per credit] there is no standard prorated tuition adjustment resulting from changes in credit load.

Students who take more than 11 semesters of MD curriculum to complete their medical education (e.g. students who decelerate) will be charged tuition for the initial 11 semesters in which they are enrolled in the MD program irrespective of per semester credits. Subsequent semesters of medical school coursework to complete the MD degree, up to the maximum allowable time for degree completion, will not have tuition assessed (see *Related Information*, below, for information about degree completion). All

required University fees are still charged to students in semesters where students are enrolled, even if it is after completion of 11 semesters.

Students are automatically charged for long-term disability insurance coverage for each semester they are enrolled. The semester fees are non-refundable except for cancellations as noted below.

## **Withdrawal/Drop**

### Tuition Refunds

Refund eligibility for a given term is based on the following two conditions:

- a. The student drops all courses for the term (clerkships or preclerkship courses). This may be the result of the student dropping courses for a term due to academic or other difficulties that require postponing making progress, Leaves of Absence (LOA), or in instances where a student entirely withdraws (or is withdrawn) from the UMMS.
- b. The percentage of the term completed on the date in which the courses/clerkships are dropped:
  - i. 100% refund eligibility - if all preclerkship courses are dropped between the first day of those courses and the mid-term. In these instances, the student does not receive grades, no courses are recorded on the Transcript, and no credit is earned. For clerkship students, the student must drop their first clerkship in a given term prior to completing 25% of the total time of that clerkship AND drop all subsequent clerkships for that term.
  - ii. No refund eligibility - Students who drop all preclerkship courses subsequent to the mid-term of the course may be eligible to receive an Incomplete for each course, as determined by the Course Directors (in which case an "I" will be noted on the Transcript) or will receive a "W" for the course (ie, in instances where an "I" is not appropriate given academic performance to date). Additionally, students will be charged the full tuition for that term and will be expected to make up any courses at a later date. Clerkship students completing more than 25% of their first clerkship in a given term may receive an "I" or "W" on the clerkship, will be charged the full tuition for that clerkship, and will be expected to make up any clerkships at a later date.

Students should also refer to the *Registration Policy* regarding any impact to the official Transcript and on a student's academic progress (*see Related Information*).

### Fee Refunds

Any fees to which a student is entitled will be refunded according to the University's *Tuition Refund Policy*.

Students who qualify for a tuition refund as described above are also eligible to receive a prorated refund of the student services fee and the University-sponsored health plan fee. All refunds of these fees are based on the date the cancellation is processed. If enrollment drops below six credits, students will receive a refund of the University-sponsored health plan fee. Semester fees for long-term disability coverage are non-refundable.

### Special Fees Refunds

The orientation fee and late registration fee are generally not refunded. All other special fees assessed at registration are refunded at the same rate as tuition and course fees. No special fees are refunded after the refund period has ended.

If, at the time of cancellation, tuition and fees are not paid in full, any refund will be a credit applied to an unpaid balance. Students who have received financial aid may be required to return all or a portion of the aid to the US Government and/or UMN programs. Students are strongly encouraged to meet with the Medical School Financial Aid Office (or MSTP Office) prior to making any changes in credit load to discuss potential financial implications (e.g. reduced financial aid eligibility).

## Retroactive Cancellations

In instances where a student's enrollment is retroactively cancelled (to the term start date) tuition and fees are typically reversed, inclusive of long-term disability coverage.

## Exceptions

In rare instances, the Medical School may consider a one-semester reduction in the "cost of degree" model for students in academic tracks/circumstances where such exceptions are warranted. An example includes students who meet the competency requirements established for the Education in Pediatrics Across the Continuum (EPAC) program that may allow them to complete the required MD credits in 10 semesters.

Students wanting an exception to the 11-semester tuition charges under the "cost of degree" model should submit their request, with appropriate justification, in writing to the UMMS Dean's Office for review. Students who do not receive 100% tuition refund for a given term could choose to appeal via the University's [Tuition Refund Appeal process](#). The proration process for this is driven by course enrollment dates, date of withdrawal event/circumstance, and then financial aid adjustments are based on [Federal Title IV Return of Funds calculations](#) which are performed by a University subject matter expert.

MD/PhD students' tuition and required fees are covered under the MSTP program grant and, in most cases are not eligible for refunds. MD/PhD students who drop out of the program may have tuition and fee charges reversed (charged to the student) for the semester in which they return to the MD program. This policy would apply in full to students in this circumstance beginning the term in which they are no longer enrolled as an MD/PhD student. MD/PhD students should refer to the MSTP Student Handbook (*see Related Information*) for further details on tuition and fee charges.

---

## FORMS/INSTRUCTIONS

There are no forms associated with this policy.

---

## APPENDICES

There are no appendices associated with this policy.

---

## FREQUENTLY ASKED QUESTIONS

There is no FAQ associated with this policy.

---

## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
<b>Primary Contact</b>	<b>Name</b>	<b>Phone</b>	<b>Fax/Email</b>
Twin Cities Medical School Financial Aid Director	Kristin Basballe	612-624-7675	<a href="mailto:Parrx008@umn.edu">Parrx008@umn.edu</a>
Twin Cities Medical School Registrar-Twin Cities	Jennifer Neufeld	612-625-4489	<a href="mailto:Neuf0006@umn.edu">Neuf0006@umn.edu</a>
Duluth Medical School Financial Aid	Dina Flaherty	218-726-6548	<a href="mailto:dflahert@d.umn.edu">dflahert@d.umn.edu</a>

Medical School Registrar-Duluth	Shawn Evanson	(218)726-8873	<a href="mailto:sevenson@d.umn.edu">sevenson@d.umn.edu</a>
---------------------------------	---------------	---------------	--

## DEFINITIONS

### Cost of Degree

The price-tag of the direct tuition costs for a medical student to complete their MD degree at the University of Minnesota.

### Credit Load

For the purposes of tuition refund eligibility within the medical school, credit load refers to the number of credits in which a student is enrolled per semester. Students who are enrolled in fewer credits per semester than the standard medical school curriculum should refer to appropriate policies regarding the impact a variable credit load may have on financial aid and health insurance eligibility.

### Decelerated

Students in years 1 and 2 on a modified schedule that includes a reduced credit load as approved by COSSS or SSC. Students who choose to drop some or all courses in a given term are not in a decelerated program unless prior COSSS/SSC review and approval has been granted.

### Semester

A term (period of enrollment) in a school or college, typically lasting fifteen to eighteen weeks. The University of Minnesota functions with 3 semesters in an academic year; fall semester, spring semester, and summer semester.

---

## RESPONSIBILITIES

There are no related responsibilities associated with this policy.

---

## RELATED INFORMATION

- For information on University policies regarding registration, billing and refunds, refer to the University's One Stop site for either the Twin Cities or Duluth campuses by visiting: <https://onestop.umn.edu/> or <https://onestop.d.umn.edu/>.
- For Information related to the medical school's policies on academic progression, program deceleration, and time for completion of the MD degree, visit: <https://www.med.umn.edu/md-students/policies-governance/academic-progression> and review the *Academic Progress and Graduation Policy*.
- For information on medical student registration and add/drop procedures contact the medical school Registrar.
- For MD/Ph student policies, refer to the MSTP Student Handbook or contact MSTP staff by visiting: <https://www.med.umn.edu/education-training/medical-scientist-training-program-mdphd/mstp-students>

---

## HISTORY

**Approved by:** Associate Dean, UME, December 2018

**Minor Revisions in content:** June 2020

**Reviewed and Approved:** Associate Dean, UME, August 2021