

**Virginia Tech Carilion School of Medicine (VTC SOM)**

**Policy:** Tuition Payments and Refund of Tuition Payments and Student Fees  
**Subject:** Financial Aid  
**Administrator:** A. Learn  
**Rev.:** 2  
**Original date:** 8/16/2013  
**Revision dates:** 3/31/2017

**1 Policy**

Tuition Payments:

Students are expected to pay their tuition and fees within 3 weeks of the date the bill is sent. After that time, their student account will be frozen and they will not be permitted to attend class or assigned clerkship, take exams, receive grades, or have library access. Additionally, this nonpayment of tuition could be reported to the Medical Student Performance and Promotion Committee (MSPPC) for further action.

Students are therefore encouraged to contact financial aid if they are concerned that they may not be able to meet the tuition payment deadline so they can be counseled regarding what options are available to them.

Refund of Tuition Payments and Student Fees:

VTC SOM students who have completed registration and have paid all tuition and fees due and have completely withdrawn from classes according to the schedule(s) below are eligible for the corresponding refunds.

***Fall Tuition Refund Schedule***

<b>Percent of Curriculum Delivered</b>	<b>M1 Semester Class Day</b>	<b>M2 Semester Class Day</b>	<b>M3 Semester Class Day</b>	<b>M4 Semester Class Day</b>	<b>Student Refund</b>
Day One	Day One	Day One	Day One	Day One	100% of Tuition and Fees
10%	End of Classes, Week 2	End of Classes, Week 3	End of Classes, Week 3	End of Classes, Week 3	90% of Tuition ONLY
25%	End of Classes, Week 6	End of Classes, Week 6	End of Classes, Week 6	End of Classes, Week 6	50% of Tuition ONLY
50%	End of Classes, Week 11	End of Classes, Week 12	End of Classes, Week 12	End of Classes, Week 12	25% of Tuition ONLY
>50%	Week 12+	Week 13+	Week 13+	Week 13+	0%

M1 Weeks in Fall Curriculum 21

M2 – M4 Weeks in Fall Curriculum 24

***Spring Tuition Refund Schedule***

<b>Percent of Curriculum Delivered</b>	<b>M1 Semester Class Day</b>	<b>M2 Semester Class Day</b>	<b>M3 Semester Class Day</b>	<b>M4 Semester Class Day</b>	<b>Student Refund</b>
Day One	Day One	Day One	Day One	Day One	100% of Tuition and Fees
10%	End of Classes, Week 3	End of Classes, Week 3	End of Classes, Week 3	End of Classes, Week 2	90% of Tuition ONLY
25%	End of Classes, Week 6	End of Classes, Week 6	End of Classes, Week 6	End of Classes, Week 5	50% of Tuition ONLY
50%	End of Classes, Week 12	End of Classes, Week 11	End of Classes, Week 12	End of Classes, Week 9	25% of Tuition ONLY
>50%	Week 12+	Week 11+	Week 12+	Week 9+	0%

M1 Weeks in Spring Curriculum 23  
 M2 Weeks in Spring Curriculum 22  
 M3 Weeks in Spring Curriculum 24  
 M4 Weeks in Spring Curriculum 18

**2 Procedures**

In the following exceptional circumstances a full refund of total tuition paid will be made upon presentation of the proper documentation:

- Death of a student or withdrawal after the death of an immediate family member (parent, spouse, child or sibling). Death certificate required.
- Involuntary call to military service. Copy of orders required.

Other exceptional circumstances will be considered by the Financial Aid Office on a case-by-case basis. Appeals for tuition refunds must be submitted in writing to the Principal Business Officer by the end of the term for which the refund is requested. There are no exceptions to this policy.

All tuition and fees must be paid prior to class attendance. Students receiving financial aid must pay any balance that exceeds their anticipated financial aid award. Late financial aid applicants are required to pay tuition and fees upon registration.

The effective date of withdrawal or resignation is determined by the approval date on the official withdrawal form, which may or may not be the same as the last date of classes attended.

Any refunds due to the student because of withdrawal or resignation will first be offset against any other amounts owed to VTCSOM. VTCSOM is authorized to reduce the refund to pay other charges owed to VTCSOM by the student, such as bookstore or

telecommunications bills, parking fines, outstanding emergency loans, etc. Students who receive Title IV financial aid are refunded tuition and fees in accordance with federally-mandated Return of Title IV Aid Policy.