

## **Wayne State University School of Medicine Refund Policy:**

<http://asp.med.wayne.edu/assessment-of-tuition-fees.php>

### **Tuition Cancellation Guidelines**

The School of Medicine uses a per-credit-hour method of assessing tuition. The following tuition cancellation guidelines will apply for students who drop courses due to leaves of absence, dismissals, or withdrawals. The deadlines are relative to the scheduled first session of the course, where “Week 1” refers to the first week of the course. Courses dropped by the deadlines will receive 100% tuition cancellation, and 0% tuition cancellation thereafter. For leaves of absence, the start date of the leave (and the date of last attendance) will determine the date of the course was dropped. For dismissals and withdrawals, the date of the dismissal (or withdrawal) determines the date the course was dropped.

**Exceptions:** Full tuition cancellation will apply for dropped courses due to: 1) Year 1 students approved to change from a full course load to the Modified program; and 2) Year 3 students who enter Special Matriculation due to USMLE Step 1 failure. Dropped courses will not show on the transcript.

### **Special Adjustments and Appeals**

The Registrar for the School of Medicine is authorized to make adjustments in the application of tuition assessments when unusual circumstances warrant per university policies. Circumstances which may warrant special tuition cancellation are a complete withdrawal for medical reasons, or serious illness or death of an immediate family member. Tuition cannot be cancelled for insufficient funds, undocumented reasons, or reasons within the control of the student. Students who wish to have their requests reviewed must submit a written request to the Registrar, School of Medicine, 318 Mazurek Medical Education Commons, 320 E. Canfield, Detroit, MI 48201. Please provide a comprehensive statement of the facts and a complete description of the resolution you are requesting.

### **Procedure for to request an official withdrawal from the School of Medicine**

<http://asp.med.wayne.edu/enrollment.php#enrollment-status>

### **Withdrawal**

Withdrawal is a permanent, voluntary termination as a medical student instituted by the student him/herself. Students wishing to withdraw must submit a written request to the Assistant Dean for Student Affairs, including in the request the statement that the student understands that withdrawal is voluntary and permanent. A student cannot avoid disciplinary action or academic hearing procedures through a request to withdraw, however, the Promotions Committee may allow a student to withdraw prior to the completion of such hearings or an action to dismiss.

## Last Date of Attendance

The last date of attendance is determined by Wayne State University School of medicine from its records. The school must document the last date of attendance at an academically related activity and the student's attendance at the activity.

- Academically related activities include but are not limited to:
- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment
- Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
- Attending a study group that is assigned by the school;
- Participating in an online discussion about academic matters;
- and
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Academically related activities do not include activities where a student may be present but not academically engaged, such as:

- Living in institutional housing
- Participating in the school's meal plan
- Logging into an online class without active participation; or
- Participating in academic counseling or advisement

The Last Date of Attendance is used as the withdrawal date for a student that does not return from a leave of absence.

## Leave of Absence Policy

### Communication of Policy

This policy will be posted to the School of Medicine website and publicized for students.

### Requesting a Leave of Absence

At any time during medical school, a student may request a leave of absence. All requests for leaves of absence must be submitted in writing and signed and dated. The request should be submitted on the Leave of Absence Request form to the Assistant Dean of Student Affairs.

To obtain a leave, please review the leave of absence policy in full. After careful review, please set up an appointment with your assigned counselor to discuss the leave of absence request. During the meeting with their counselor, a student will complete the Leave of Absence Request form. This completed form must be signed off by the Office of Financial Aid for all students.

Exception to written, signed and dated requests; If unforeseen circumstances prevent a student from providing a prior written request the School of Medicine may grant the student's request for a leave of absence. The School of Medicine must document this decision and collect the written request at a later date.

All requested leaves of absence are reviewed and approved or denied in accordance with this policy.

### Types of Leaves of Absence

Type of Leave	Abbreviation	Greater than 180 days in 12 month period	Less than 180 days in a 12 month period
Personal Leave of Absence	PLOA	Considered withdrawn for Title IV aid purposes	Considered withdrawn for Title IV aid purposes
Educational Leave of Absence	ELOA	Considered withdrawn for Title IV aid purposes	Considered withdrawn for Title IV aid purposes
Financial Leave of Absence	FLOA	Considered withdrawn for Title IV aid purposes	Considered withdrawn for Title IV aid purposes
Medical Leave of Absence	MLOA	Considered withdrawn for Title IV aid purposes	Considered withdrawn for Title IV aid purposes
Administrative Leave of Absence	ALOA	Considered withdrawn for Title IV aid purposes	Considered withdrawn for Title IV aid purposes

## **School of Medicine Leave of Absence Withdrawal**

WSU School of Medicine (SoM) has a formal policy regarding leave of absence. For financial aid purposes all new leaves of absence will be treated as a withdrawal effective the first day of the leave and a return calculation of Federal Student aid will be performed. A return calculation could result in having to repay all or a portion of your financial aid back to Wayne State University.

### **Official Record**

All leaves of absence are part of the student's official record. The leave type, start and end date are entered into the Wayne State University School of Medicine information system (Banner) and recorded on the official transcript. The leave of absence information is recorded in the MSPE (Medical Student Performance Evaluation) when applying for residency and reported to the AAMC (Association of American Medical Colleges) Student Records System.

### **Duration of a Leave**

Once a leave of absence is approved, Wayne State University School of Medicine has a reasonable expectation that you, the student will return to the MD program. This is recorded on the Leave of Absence Request Form.

The number of days in the leave of absence will be counted with the first day of the initial leave of absence within a 12 month period.

The 12 month period begins on the first day of the initial leave of absence.

The duration of a leave of absence is not to exceed one year.

Students placed on an ANY leave of absence will be considered withdrawn from coursework and will be reported to NSLDS(National Student Loan Data System) as withdrawn.

### **Failure to Return from a Leave**

Students who do not return from a leave will be dismissed from medical school at the point in which the leave was granted and will be reported as withdrawn.

Failure to return from a leave may impact your Direct Loan, Perkins, and/or Loans to Disadvantaged Students repayment terms.

Most federal loans will enter repayment once you withdraw from school. The grace period on your loan is a set period of time after you graduate, leave school or drop below half-time enrollment before you must begin repayment on your loan. Not all federal student loans have a grace period. For most loans, interest will accrue during your grace period.

For more information on loan repayment and grace periods, please visit:

<https://studentaid.ed.gov/sa/repay-loans/understand#when-begin>

## **Charges**

Students on a leave of absence will have their tuition assessment adjusted based on School of Medicine tuition refund and cancellation policies

## **LOA Effect on Coursework**

Once a leave of absence starts, the student remains on leave until he/she is approved to return AND begin coursework. Students granted leaves of absence must resume coursework at the same point in which the leave of absence started. A leave of absence does not retroactively nullify course failure.

## **Effect of a Leave on Progress toward Degree Requirements**

Leave of Absences count toward the School of Medicine's 7 year limit for completion of all M.D. degree requirements. The exception to this requirement is approved educational leaves of absence.

Any leave of absence from the MD program will be included in the maximum time frame calculation when determining Satisfactory Academic Progress for Title IV financial aid eligibility purposes.

## **Prohibition from Participation in School Activities**

To ensure success, students who are on a leave of absence of any type are not permitted to participate as Senate or class officers, hold leadership roles in student organizations, sit on medical school committees, participate in school activities requiring registration, participate in extra-curricular international travel projects or programs, represent the school at any conferences or participate in co-curricular programs.

It will be at the discretion of the various committees as classes as to how they wish to re-assign the duties of the officer or committee after their absence.

At the discretion of the Assistant Dean of Student Affairs, students may be prohibited from participation in other activities not specified here.

For students who are on a leave of absence one month or less, their continued participation on committees or as officers will be considered on a case-by-case basis by the Assistant Dean of Student Affairs.