



SCHOOL of  
OSTEOPATHIC  
MEDICINE

**Policy Title:** Refunds  
**Functional Area:** Academic

---

**Status:** Final  
**Effective:** June 2020  
**Approved by:** SOM Leadership Council  
**Policy Contact:** Director of Enrollment Services  
**Responsible Office:** Office of Admissions and External Affairs  
**Last Reviewed/Updated:** February 2024

---

**Purpose:** The purpose of this policy is to explain the tuition and fees refund process and additional financial aid implications.

---

### Policy Statement

Students who withdraw during the 100% refund period of the semester will receive a 100% refund of tuition and fees. All financial aid disbursed for the semester will be canceled and returned to its source. If the student received a financial aid refund (financial aid funds greater than the cost of tuition and fees), the full refund amount is owed to UIW. See the UIWSOM academic calendar for the 100% refund deadlines.

After the 100% refund deadline, there is no refund of tuition and fees. Students who have received Title IV funding may be subject to an additional reduction of aid funds.

A Leave of Absence (short-term or extended) may be treated as a withdrawal depending on the circumstance, timing, and length of absence. Students are encouraged to contact the Office of Admissions and Student Affairs to determine the impact on registration, tuition and fees, and financial aid.

If a student takes a Leave of Absence, withdraws, or returns from a Leave of Absence mid-semester, they may be eligible for tuition proration. Prorated amounts are determined by the number of units/rotations within the semester and rate charged for the applicable semester.

Students that wish to appeal the refund policy due to medical or other extenuating circumstances should contact the UIWSOM Director of Enrollment Services.

### Financial Aid Return to Title IV

As a requirement set forth by the Department of Education, the Office of Financial Assistance is required to return a percentage of Federal Financial Aid that was disbursed to students who have completely withdrawn from UIW, UIWSOM, or have stopped attending all classes (unofficial withdrawal). The amount of aid returned is determined by the following formula:

Number of days attended / Total days in the semester = % of aid “earned.”

Any aid above and beyond this amount must be returned to its source. Additionally, if a student receives a partial or full refund of tuition and fees, any State or Institutional grants must be reduced by the percentage of refund received.

The amounts owed for a Title IV return will be refunded to their sources in the following order:

Unsubsidized Direct Stafford  
Loans

Subsidized Direct Stafford Loans  
Federal Perkins Loans  
Direct PLUS loan for Graduate  
Students  
Direct Parent PLUS Loans  
Federal Pell Grants  
Federal SEOG Grants  
Federal TEACH Grants  
Federal Iraq and Afghanistan Service  
Grant  
State, Private and Institutional Aid  
Student Payments  
Parent Payments

- 1) Participants
  - a) Office of Admissions and External Affairs
  - b) Business Office
  - c) Office of Financial Assistance
  - d) Office of Research and Graduate Studies
  
- 2) Resources
  - a) Banner and Extender
  - b) Elentra
  - c) Share Drive