

UAMS Academic Affairs Policy – 3.1.5



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

Policy: University of Arkansas for Medical Sciences Division of Academic Affairs

Subject: Tuition and Fee Refunds for Students Withdrawing from UAMS

Number: 3.1.5

Date Approved: December 1, 2016

Date Effective: January 1, 2017

Last Review/Revision: September 1, 2023

Next Review/Revision: September 1, 2025

PURPOSE

The purpose of this policy is to define the process for refunding tuition and fees for students withdrawing from an education program at UAMS.

POLICY

Students Withdrawing from UAMS

The refund amount for students withdrawing from UAMS shall be based on the following schedule. The schedule applies to both tuition and fees. The refund schedule is based on the session dates of the course(s).

Sessions 11 weeks and longer

1-5 Business Days
100%

6 – 10 Business Days
50%

11th Business Day and After
0%

Sessions lasting 5 weeks and less than 11 weeks

1-3 Business Days
100%

4-7 Business Days
50%

8th Business Day and after
0%

Sessions lasting less than 5 weeks

Prior to the Start of Session
100%

After the Start of the Session
0%

Special consideration may be given by the Bursar's Office to students who experience extraordinary, extenuating circumstances during a term and who officially withdraw from UAMS after the refund period. These students may submit a petition for a partial refund which, if approved, will be prorated according to the date of the official withdrawal. Information is available on the Bursar's Office website.

Special consideration may be given to a College of Medicine student dismissed due to final failure of the United

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States Medical Licensing Examination (USLME) up to 30 days after the UAMS official start date of the term. This special consideration would be a joint decision made by a representative of the College of Medicine, Provost and CFO.

Students Withdrawing from UAMS – Financial Aid Recipients

According to Federal Regulations, a Title IV Return of Funds calculation will be processed for those students who withdraw after receiving federal financial aid (Pell Grant, SEOG, Subsidized Direct Loan, Unsubsidized Direct Loan, Parent PLUS loan, Graduate PLUS loan or Perkins). The calculation is based on the number of days the student attended divided by the number of days in the term. The results of the calculation determine how much financial aid the student has earned. After more than 60% of the term has passed, the student is considered to have earned 100% of his/her aid. If the student has not earned 100% of his/her aid, the portion of the “unearned” aid is returned to the Title IV programs stated above. After the Return of Title IV financial aid calculation is processed, a student may owe a balance to UAMS. It is the student’s responsibility to make arrangements for payment of the balance with the Bursar’s Office.

The following dates are needed to perform the federal return of funds calculation:

- **Date of Determination** – The student’s withdrawal date or the date of notification, whichever is **later**.
- **Date of Withdrawal** – The date the student begins the school’s withdrawal process **or** the date the student provides notification of his/her intent to withdraw. *If both circumstances occur, use the **earlier** withdrawal date.*
- **Last Date of Attendance (optional)** - a school that is not required to take attendance may always use a last date of attendance at an academically related activity as a student’s withdrawal date. Therefore, a school could use a later last documented date of attendance at an academically related activity if this date more accurately reflects the student’s withdrawal date than the date the student begins the school’s withdrawal process or notifies the school of his or her intent to withdraw.

A student receiving financial aid that has been granted an approved financial aid leave of absence is considered withdrawn, for loan repayment purposes, if he/she fails to return within 180 days (6 months) in any 12-month period. Furthermore, any student receiving financial aid that has been granted an unapproved financial aid leave of absence is considered withdrawn, for loan repayment purposes, as of the start date of the leave of absence. Refer to the calculation explanation reference in the above paragraph.

Housing refunds for students who withdraw shall be subject to the rules established by Campus Life and Student Support Services. Gym membership refunds for students who withdraw shall be subject to the rules established by the UAMS Fitness Center.

References:

2.2.4 Student or Student’s Spouse Called into Military Duty