



GRADUATE STUDENT STATUS CHANGE REQUEST FORM

Student Name: (Print) \_\_\_\_\_ Student ID: \_\_\_\_\_ Class Year: \_\_\_\_\_

Reason for Request: (Check one)  LOA-Personal  LOA-Academic  Deceleration  Extended Curriculum  Other: \_\_\_\_\_

Academic Status Start Date: \_\_\_\_\_ Academic Status End Date: \_\_\_\_\_ Last day of Academic Activity: \_\_\_\_\_ (Adv. Dean)

Class Year: Status change will result in the student moving into a different class:  No  Yes – New Class Year: \_\_\_\_\_

Termination of LOA/Change of Status: No later than 30 days prior to the Status End Date or 60 days prior to the start of a new academic year, you must submit a written request to the Office of Graduate Studies at: Albany Medical College/Graduate Studies Program-MC16/47 New Scotland Avenue/Albany, NY 12208 or via e-mail at: brunoj1@amc.edu

Extension of Status: After Status End Date expires, in order to extend your status, you must meet with the Associate Dean of Graduate Studies to have a new Status Change Request form completed.

Failure to notify the Office of Student Records during the above time periods can result in Administrative Withdrawal from AMC.

Health Insurance: Meet with Student Affairs Office Staff

- Discontinue my AMC health insurance. I understand that returning from an LOA does not meet the definition of a "qualifying event" for resuming AMC health insurance.
Continue my AMC health insurance. I understand that I will be billed for this insurance coverage and it will not be covered by financial aid.
I am covered by a non-AMC health insurance policy
Student Health Fee Waiver

Financial Aid: Meet with Financial Aid Office Staff

- Student has no financial aid at AMC
Student has received financial aid at AMC

Deceleration/Other: \_\_\_\_\_ FA Notes:

For financial aid purposes, you are considered to be withdrawn from AMC. (LOA/Extended Curriculum/Other: \_\_\_\_\_)

- You are required to complete online "Federal Exit Loan Counseling" at http://www.nsls.ed.gov/nsls\_SA/
The Registrar's Office will notify your loan holder(s) of the change in your enrollment
Repayment terms mandated in the student's promissory note(s) will take effect, including the exhaustion of some or all of your grace period.
When you return to AMC, you are not guaranteed continuation of the identical financial aid loans, scholarships, grants and/or work assignments.
You must complete the required financial aid forms by the January 15th deadline date to be considered for financial aid when you return from your withdrawal.
A Federal Return of Title IV Funds Calculation (ROFC) and tuition review is required.
- The portion of federal loans and grants the student earned is calculated on a percentage basis comparing the total number of calendar days in the semester to the number of days completed before withdrawal.
- All Title IV aid is considered earned after the student has completed 60% of that payment period.

Students who withdraw or who are dismissed from the College for any reason after the beginning of a term may be entitled to a partial refund in accordance with the schedule below:

Tuition Refund Policy for MD, PA, NA and Graduate Students

Table with 3 columns: Effective Date of Withdrawal, Tuition Credited %, Tuition Liability %. Rows include dates from Prior to term start to Day 64+.

\* Bioethics – 100% tuition refunded. However, after the first day of class, the student is assessed a \$150 per course drop

Tuition Charges		
Academic Year	Fall	Spring
2019-2020	Standard or Other:	Standard or Other:
2020-2021	Standard or Other:	Standard or Other:
2021-2022	Standard or Other:	Standard or Other:
2022-2023	Standard or Other:	Standard or Other:
2023-2024	Standard or Other:	Standard or Other:

Standard = full time medical school tuition.

**Academic Stipulations for Return:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Other Stipulations for Return:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Student Contact During Leave:**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**While on leave you are welcome to utilize the Albany Medical College library and other facilities.**

**YOU MUST OBTAIN SIGNATURES FROM ALL DESIGNATED OFFICIALS PRIOR TO CHANGING YOUR STATUS. FAILURE TO OBTAIN THE REQUIRED SIGNATURES MAY RESULT IN YOU BEING ADMINISTRATIVELY WITHDRAWN**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean of Graduate Studies: Peter Vincent, Ph.D.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Dean: Ellen Cosgrove, MD

\_\_\_\_\_  
Date (Required only if "other" tuition charges are requested / indicated.)

\_\_\_\_\_  
Student Health: Marissa Davendonis

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid: Ann Loughman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar: Krista Reynolds-Stump

\_\_\_\_\_  
Date

## **Treatment of Title IV Aid When a Student Withdraws**

The law specifies how the College must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs at Albany Medical College that are covered by this law are: Federal Direct Stafford Loans, Federal Direct Graduate PLUS Loans, and Federal Perkins Loans.

When you withdraw for any reason during your payment period or period of enrollment, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you or the College received less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you. The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. The College must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. If you receive excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of 1) your institutional charges multiplied by the unearned percentage of your funds, or 2) the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

The requirements for Title IV program funds when you withdraw are separate from Albany Medical College's tuition refund policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you have further questions about the treatment of Title IV funds when a student withdraws you may contact the Financial Aid Office or the Federal Student Aid Information Center at 1.800.4.FED.AID. TTY users may call 1.800.730.8913. Information is also available on Sakai.

### **Post-Withdrawal Disbursement**

A post-withdrawal disbursement of Federal Title IV aid occurs when the amount of Title IV earned by the student is greater than the amount of the Title IV disbursed for the semester. A student eligible for a post-withdrawal disbursement will receive written notification from the College within thirty days of the student's withdrawal. Students have the right to accept or decline some or all of the post-withdrawal disbursement funds being offered. Since the post-withdrawal disbursement will be comprised of loan funds which must be repaid with interest, students are strongly encouraged to seriously consider whether it is beneficial to accept a post-withdrawal disbursement. Federal Direct Loan or Perkins Loan must be repaid under the terms of the appropriate promissory note. Additionally, a disbursement received from Title IV funds will reduce award eligibility for the corresponding award(s) at Albany Medical College, or another college attended during the same award year. Any opportunity to keep loan debt at a minimum should be considered.