

 <p>ALBANY MEDICAL COLLEGE ALBANY MED Health System</p>	<p>Academic Administration Policy and Procedure</p> <p>Office: Academic Administration & Corporate Finance</p> <p>Effective Date: prior to 1/1/2018 Revised: prior to 1/1/2018 Reviewed: 7/15/24 by UME Council Pages: 2</p>
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Title/Subject	Tuition Refund Policy																																									
Description/Purpose	To clearly delineate student eligibility for full or partial tuition refund in the event of withdrawal from the academic program.																																									
Policy	<p>A student may be eligible for a full or partial refund of tuition based on the number of days past the term start date they withdraw. The table below illustrates the refund policy. Please note, non-attendance of classes does not classify as an official withdrawal and does not relieve the student of the financial obligation or entitle the student to a refund. Under certain circumstances students who take a leave of absence may opt not to take the refund but rather have the funds used toward the payment for the semester in which they return. If a student decides not to officially return, the money can be refunded. Fees are non-refundable after the start of a term.</p>																																									
Procedure	<table border="1" data-bbox="483 1140 1495 1696"> <thead> <tr> <th colspan="3" data-bbox="483 1140 1495 1178">Tuition Refund Policy for MD, PA, DNP and Graduate Students</th> </tr> <tr> <th data-bbox="483 1178 829 1236">Effective Date of Withdrawal</th> <th data-bbox="829 1178 1162 1236">Tuition Credited %</th> <th data-bbox="1162 1178 1495 1236">Tuition Liability %</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 1236 829 1274">Prior to term start</td> <td data-bbox="829 1236 1162 1274">100</td> <td data-bbox="1162 1236 1495 1274">0</td> </tr> <tr> <td data-bbox="483 1274 829 1312">Day 1-7</td> <td data-bbox="829 1274 1162 1312">100</td> <td data-bbox="1162 1274 1495 1312">0</td> </tr> <tr> <td data-bbox="483 1312 829 1350">Day 8-14</td> <td data-bbox="829 1312 1162 1350">80</td> <td data-bbox="1162 1312 1495 1350">20</td> </tr> <tr> <td data-bbox="483 1350 829 1388">Day 15-21</td> <td data-bbox="829 1350 1162 1388">70</td> <td data-bbox="1162 1350 1495 1388">30</td> </tr> <tr> <td data-bbox="483 1388 829 1425">Day 22-28</td> <td data-bbox="829 1388 1162 1425">60</td> <td data-bbox="1162 1388 1495 1425">40</td> </tr> <tr> <td data-bbox="483 1425 829 1463">Day 29-35</td> <td data-bbox="829 1425 1162 1463">50</td> <td data-bbox="1162 1425 1495 1463">50</td> </tr> <tr> <td data-bbox="483 1463 829 1501">Day 36-42</td> <td data-bbox="829 1463 1162 1501">40</td> <td data-bbox="1162 1463 1495 1501">60</td> </tr> <tr> <td data-bbox="483 1501 829 1539">Day 43-49</td> <td data-bbox="829 1501 1162 1539">30</td> <td data-bbox="1162 1501 1495 1539">70</td> </tr> <tr> <td data-bbox="483 1539 829 1577">Day 50-56</td> <td data-bbox="829 1539 1162 1577">20</td> <td data-bbox="1162 1539 1495 1577">80</td> </tr> <tr> <td data-bbox="483 1577 829 1614">Day 57-63</td> <td data-bbox="829 1577 1162 1614">10</td> <td data-bbox="1162 1577 1495 1614">90</td> </tr> <tr> <td data-bbox="483 1614 829 1652">Day 64+</td> <td data-bbox="829 1614 1162 1652">0</td> <td data-bbox="1162 1614 1495 1652">100</td> </tr> </tbody> </table>			Tuition Refund Policy for MD, PA, DNP and Graduate Students			Effective Date of Withdrawal	Tuition Credited %	Tuition Liability %	Prior to term start	100	0	Day 1-7	100	0	Day 8-14	80	20	Day 15-21	70	30	Day 22-28	60	40	Day 29-35	50	50	Day 36-42	40	60	Day 43-49	30	70	Day 50-56	20	80	Day 57-63	10	90	Day 64+	0	100
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Tuition Refund Policy for Bioethics		
Effective Date of Withdrawal	Tuition Credited %	Tuition Liability %
Prior to term start	100	0
Week 1	100	0
Week 2	80	20
Week 3	70	30
Week 4	60	40
Week 5	50	50
Week 6	40	60
Week 7	30	70
Week 8	20	80
Week 9	10	90
Week 10	0	100