

**STATEMENT 1.4.0 – STATEMENT ON TUITION REFUND**  
**Undergraduate Medical Education**

Approved by: **Curriculum Committee**  
Date of original approval: **January 2019**

**I. PURPOSE**

This statement will outline how tuition will be refunded to Medical students in years 1 through 4 of the MD program at Schulich Medicine & Dentistry. Tuition refunds may be granted when a student voluntarily withdraws from the MD program or is on a leave of absence for greater than 6 months.

**II. DEFINITIONS:**

Tuition Fee – The fee outlined in the fee schedule determined by the UWO Board of Governors  
Non-Refundable (“Ancillary”) Fees – All program-related fees including but not limited to Student Health Plan, USC Dental Plan, Bus Pass,  
Leave of Absence – Leave for Academic Enrichment, Leave for Personal and/or Health Reasons

**III. STATEMENT**

**Withdrawal from program**

1. Student withdraws from the MD program.
2. Refund of Tuition Fees as defined will be based on the withdrawal date provided by the student in writing to the program. The prorated refund will be based on the current “Table 2: Refund Rate for Full Program Fees” found on the UWO registrar’s website
3. The MD Program Registrar will notify the student of the refund amount and date refund was processed.

**Leave of Absence**

1. Student commences a Leave of Absence and the MD program is notified by
  - a. The Learner Equity and Wellness Office (LEW) of the effective date for Leaves for Personal and/or Health Reasons.
  - b. The Associate Dean UME of the effective date for Leaves for Academic Enrichment.
2. If the Leave of Absence is less than 6 months, no refund will be issued to the student, and the student will only be required to pay the Non-Refundable Fees for the period that extends their program
3. If the Leave of Absence is greater than 6 months:
  - a. the student can apply to have up to 50% of the Tuition Fee as defined above refunded for the academic year in which the leave commenced.
    - i. The MD Program Registrar will notify the student of the refund amount and date refund was processed in writing.

- ii. If the student returns to the program within the same academic year, the student will be required to pay only the refunded amount within 30 days of returning from leave.
- iii. If the student returns to the program outside the same academic year, the student will be required to pay the refunded amount plus appropriate ancillary fees within the deadlines established by the Western University Registrar's Office.

**or**

- b. The student can request to have any tuition already paid applied as a credit toward their tuition fees owing for future academic years upon their return from a leave.