

University of Northern Colorado
College of Osteopathic Medicine

Policy and Procedure: Refunds

Responsible Party: Associate Dean of Admission and Student Affairs, College of Osteopathic Medicine

COCA Standard: 9.2-1d

Review Frequency: Annually and as needed

1. Policy Overview

As part of a larger University, the UNC College of Osteopathic Medicine (UNC COM) adheres to the overarching refund and repayment policies set forth by the University of Northern Colorado (UNC). Tuition and fees adjustments resulting from course withdrawal, programmatic withdrawal, or administrative decisions are governed by this policy to ensure clarity, fairness, and compliance with federal financial aid regulations.

The Associate Dean of Admission and Student Affairs is the COM point of contact for the Bursar's Office.

2. Tuition Adjustments for Course Drops or Withdrawals

A. Course Drops or Withdrawals During the Current Semester

- Students seeking to drop courses or withdraw from the COM during a current semester must follow the Course Drop/Withdrawal Appeal Process as outlined in the UNC Graduate Catalog.
- Appeals are processed when the drop or withdrawal is due to extenuating circumstances, such as medical issues, personal emergencies, or administrative errors.
- Refunds will be determined based on the official date of withdrawal, which is calculated when the withdrawal request is approved by the COM Registrar's Office.

B. Complete Withdrawal from the University

- A complete withdrawal (official or unofficial) may result in tuition adjustments.
- Students who withdraw after receiving financial aid may be subject to repayment under the Return of Title IV Refund Policy. Federal law mandates a prorated return of unearned aid for students who do not complete the semester.
- The amount of earned versus unearned financial aid will be calculated using the federal Return of Title IV formula.

C. Timeline for Refunds

Policy Reviewed and Approved by Deans Council 12/12/24

Refunds will be processed within 30 days of the withdrawal date and returned to the original payment source, prioritizing repayment of financial aid accounts.

3. Financial Aid Repayment

- Students who receive financial aid must consult the Office of Financial Aid for information on how a withdrawal affects their aid.
- Federal regulations require that unearned financial aid funds be returned if a student withdraws before completing 60% of the semester.
- Students can refer to the detailed Return of Title IV Refund Policy available at www.unco.edu/financial-aid.

4. Credit Balances

- Any credit balance resulting from a withdrawal or tuition adjustment will be applied to outstanding financial aid balances first.
- If no financial aid repayment is required, the remaining balance will be refunded to the student.
- Additional details regarding credit balances can be found at www.unco.edu/acctservices/bursar/accrec.htm.

5. Appeal Process

- Students may appeal tuition and fee refunds or withdrawal decisions due to extenuating circumstances. Appeals must include:
 - A formal written request with supporting documentation (e.g., medical records, family emergencies).
 - Submission to the UNC Registrar's Office within 30 days of the withdrawal date.
- Appeals will be reviewed by the Registrar Office, and decisions will be communicated within 14 business days of receipt.

6. Points of Contact

- UNC COM Registrar's Office: For withdrawal approvals and refund eligibility.
- Office of Financial Aid: For impacts on federal and institutional financial aid.
- Bursar's Office: For credit balance inquiries and refunds.

7. Student Responsibilities

Students are responsible for understanding the financial implications of dropping courses or withdrawing from the program. It is recommended that students consult the appropriate offices prior to initiating a withdrawal.

References

- UNC Graduate Catalog: Course Drop/Withdrawal Appeal Process: www.unco.smartcatalogiq.com
- Return of Title IV Refund Policy: UNC Financial Aid: www.unco.edu/financial-aid
- Bursar's Office: Credit Balance and Account Refunds: www.unco.edu/acctservices/bursar/accrec.htm