



Albert Einstein College of Medicine

## Refund Policy

### I. Purpose

This Policy outlines the conditions under which refunds will be given to students who withdraw from Albert Einstein College of Medicine (“Einstein” or “College”).

### II. Scope

This Policy applies to all students of Einstein.

### III. Policy

Students who withdraw from the College by the end of the first week of classes are entitled to a 100 percent tuition refund.

Students who withdraw with the written approval of the Dean and Office of the Registrar during the second week of the semester receive a 75 percent tuition refund.

Students who withdraw during the third week of the semester receive a 50 percent tuition refund.

Students who withdraw during the fourth week of the semester receive a 25 percent tuition refund.

No refund is given to a student who withdraws after the fourth week. Fees are not transferable or refundable.

Federal government guidelines require the prorated return of Title IV funds through the first 60 percent of the semester. All federal and state financial aid will be returned in accordance with federal and state guidelines. Students should always meet with the office of student finance before withdrawing.

### IV. Definitions

None.

### V. Effective Date

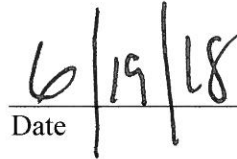
Effective as of: 30 May 2018

**VI. Policy Management and Responsibilities**

Einstein's Office of Student Finance is the Responsible Office under this Policy. Einstein's Executive Dean is the Responsible Executive for this Policy. Einstein's Director of Student Finance is the Responsible Officer for the management of this Policy.

**VII. Approved (or Revised)**

  
Responsible Executive

  
Date