


<p>Name of Policy: Instruction and ancillary fees</p> <p>Policy Number: 3364-81-04-002-00</p> <p>Approving Officer: Dean, College of Medicine</p> <p>Responsible Agent: Vice Provost for Student Affairs, and Associate Vice President of Finance and Strategic Planning</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: 07/01/07</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input type="checkbox"/> Minor/technical revision of existing policy</p> <p><input checked="" type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy statement

All tuition and fees are payable in advance of the semester for which the student is enrolled. The Student Accounts Office issues a fee statement to every registered student prior to the start of the semester, in accordance with dates indicated in the academic calendars of the respective Colleges. The final day for payment of fees without penalty is the first day of the semester.

Any student who has received permission to audit a course will pay the same instructional and ancillary fees assessed for courses taken for credit.

Students may pay their tuition and fees with student financial aid, cash, personal check, or by charging their Visa, MasterCard, or Discover card. If a check is returned to The University of Toledo due to insufficient funds, a \$25 charge will be assessed to the student's account. Credit card payments will not be accepted once all charges to an account have been paid by financial aid or the account balance is zero. Credit card payments should be received 15 days prior to the start of the semester to avoid the payment not being accepted. Provided the student's financial aid has been processed according to the timeline determined annually by the Office of Student Financial Aid, student loan funds will be disbursed to the student no earlier than ten days prior to the first day of each semester. Accounts paid by credit card will be first refunded by credit card up to the amount of the credit card payment, then by check or direct deposit for any remaining refund.

If fees are not paid by the first day of the semester, a late fee penalty will be assessed. A late fee of \$25 will be assessed if payment has not been made in full by the end of the first week of the semester. An additional late fee of \$25 will be assessed at the end of each month of the semester if payment has not been made in full. If a loan is in pending status but financial aid funds do not arrive by the first day of the semester, students are required to have their fee statement stamped "Loan Pending" by the Office of Student Financial Aid to avoid late charges, provided that the pending financial aid funds are in sufficient amount to pay the account in full.

Accounts delinquent more than 45 days will be forwarded to the Main Campus Spec Accts/Educational Computer System Inc. for collection.

In no case will a student be permitted to register for a subsequent semester in the absence of payment of their tuition and ancillary fees for the prior semester.

If payment of tuition and fees has not been made by the end of the semester, then the student will be administratively withdrawn. If a medical student wishes to be reinstated, the student must petition in writing to the Dean of the College of Medicine. If a graduate student wishes to be reinstated, the student must petition in writing to the Dean of the College of Graduate Studies. If reinstated, the student will be assessed a fee of \$200.

(B) Purpose of policy

The purpose of this policy is to publish the costs of tuition and other fees for each program of study on the UT HSC, the procedures for paying these expenses, and the consequences of failing to pay one's fees according to the established deadlines. In addition, a refund policy consistent with federal regulations is provided for students who withdraw or reduce their course load prior to or during any given semester.

(D) Procedure

PAYMENT OF INSTRUCTIONAL (TUITION) AND ANCILLARY FEES

COLLEGE OF MEDICINE: INSTRUCTIONAL (TUITION) AND ANCILLARY FEES

The Student Accounts Office will issue statements to each medical student prior to the start of the semester. The charges appearing on the statement will be based on the registration information entered into the Student Information System by the Registrar's Office.

The Registrar's Office will be responsible for registering all medical students enrolled in the standard requirements for the first three years of the curriculum approximately one month in advance of the semester of enrollment. Students in Years 1-3 who wish to enroll on a part-time basis or in non-required courses/clerkships are responsible for getting approval from the Associate Dean for Student Affairs and submitting registration forms to the Registrar's Office at least 30 days in advance of the semester of enrollment.

Fourth year medical students are responsible for submitting their requested clerkship schedule to the Registrar's Office at least 60 days before the start of a semester. Clinical students who wish to change their clerkship schedule or who wish to enroll in away electives are responsible for submitting drop/add forms to the Registrar's Office at least 45 days in advance of the start of the clerkship in order to guarantee approval of the clerkship at least 30 days in advance.

Third and fourth year medical students will receive no adjustment in instructional and ancillary fees for off-campus required rotations, elective clerkship rotations, or for scheduled flexible time during the clinical years.

All medical students will be enrolled on a full-time basis unless the Associate Dean for Student Affairs notifies the Registrar to the contrary. In order to enroll during a semester for less than full-time, the student is required to seek authorization for such enrollment from the Associate Dean for Student Affairs at least one month in advance of the beginning of the semester of part-time enrollment. Final approval for a medical student to enroll less than full-time will be made by the Dean of the College of Medicine.

Full-time medical students may register for a limited number of credit hours in the College of Graduate Studies with the permission of the Associate Dean for Student Affairs in the College of Medicine and the Dean of the College of Graduate Studies. Full-time medical students who have permission to enroll in courses in the College of Graduate Studies may do so with no additional tuition. If part-time medical students are granted permission to register for College of Graduate Studies courses, the College of Graduate Studies courses will be charged according to the College of Medicine tuition and fee schedule.

College of Medicine Tuition

Summer 2007 Semester

	In-State Students	Out-of-State Students
Full-Time (> 9 credit hours)	\$7,621 per semester	\$17,196 per semester
Part-Time (< 10 credit hours)	\$762.10 per credit hour	\$1,719.60 per credit hour

Fall 2007 and Spring 2008 Semesters

	In-State Students	Out-of-State Students
Full-Time (> 14 credit hours)	\$11,384 per semester	\$25,754 per semester
Part-Time (< 15 credit hours)	\$758.93 per credit hour	\$1,716.93 per credit hour

College of Medicine General Fee

The general fee is based on fixed costs for the array of student services offered. A general fee will be charged all medical students (residents and non-residents of Ohio) per the following schedule:

Summer 2007 Semester:

Full-time

10 or more credit hours: \$430

1-9 or less credit hours: \$43.00 per credit hour

Fall 2007 and Spring 2008 Semesters:

Full time

15 or more credit hours: \$695

1-14 or less credit hours: \$46.33 per credit hour

Medical Student Application Fee

There will be \$50 non-refundable application fee for those applicants who are requested to submit a supplementary application to the University of Toledo Health Science Campus by the Office of Admissions in the College of Medicine.

Registration Fee

There will be a \$30 non-refundable fee charged to all medical students in their first semester of enrollment at the University of Toledo Health Science Campus, College of Medicine to offset the institution's various pre-matriculation and orientation costs.

Student Laboratory Titer Fee

All medical students will be assessed a \$150 fee during their first semester of enrollment as payment for laboratory titers required for proof of immunity. Once these titers are completed, this fee is rendered non-refundable.

Medical Student Transcript Fee

Each medical student will be charged a transcript fee of \$110 at the time of entry into the College of Medicine; there will be no further charges for the issuance of transcripts. Those students admitted to the College of Medicine who have previously paid a transcript fee at the time of entry into the College of Graduate Studies at The University of Toledo will only be charged a transcript fee of \$55 at the time of entry into the College of Medicine. All requests for transcripts must be made in writing to the Registrar's Office, and the issuance of transcripts is usually completed within 48 hours of receipt of the request.

Equipment and Supplies Fee

Funds collected through this fee will be used to purchase and maintain instructional equipment and materials, including microscopes, physical diagnosis equipment and materials, Computer Learning Resource Center and Academic Intranet computers and supplies, support for OSCEs and the Standardized Patient Program, etc. The fees for Academic Year 2007-2008 are \$65 for Summer 2007, \$95 for Fall 2007, and \$95 for Spring 2008.

Student Health Record Fee

Each medical student will be charged a fee of \$15 in the fall and spring semesters to maintain required student health records.

Gross Anatomy Lab Fee

The use of dissection instruments, gloves and a laboratory coat are required for all students participating in dissection in the Gross Anatomy Laboratories. In order to provide standardized materials and appropriate dress for each student, an annual fee of \$250 payable prior to the start of the fall semester will be assessed to each student enrolled in ANAT679 (Human Structure and Development), \$200 for ANAT505 (Human Structure), and ANAT501 (Gross Anatomy).

Medical Student Yearbook Fee

Each student in the College of Medicine will be charged a fee of \$55 assessed fall semester for the annual yearbook and the costs of its production.

Identification Card Fee

Each student will be issued an identification card, which will be revalidated each academic semester that the student is enrolled. The card must be surrendered if the student withdraws, is dismissed, or leaves The University of Toledo for any other reason during the academic semester in which he/she holds a valid identification card. Prepayment of \$5 must be made for each replacement of an identification card.

Long Term Disability Income Insurance

Every medical student must be covered by The University of Toledo, College of Medicine-sponsored disability insurance plan. Only full-time students are eligible for disability coverage; students who reduce their course load from full- to part-time after the start of fall semester will be covered for the duration of the year if their premium has been paid in full. Detailed information regarding the plan is available in the Office of Students Affairs. A fee of \$63 will be assessed fall semester to pay the annual premium for disability insurance for 2nd, 3rd, & 4th year medical students. First year medical students will be assessed a fee of \$53 in the fall semester to pay the annual premium for disability insurance.

Liability Insurance

All students must be covered with liability insurance for a minimum of \$2 million/\$4 million. There will be a fee of \$12 in both the fall and spring semesters and a fee of \$8 in the summer semester for liability insurance for all students. All students will be charged the liability insurance fee specified above unless they provide proof of possession of at least equivalent liability insurance no later than the first day of the semester.

Student Health Insurance

All students are required to have health insurance. Students will be charged for and must enroll in The University of Toledo, College of Medicine-sponsored health insurance plan unless they are granted approval to waive the coverage. The student must submit a Waiver Request Form to the Student Accounts Office no later than the first day of the semester, and the only acceptable reasons for being granted approval to waive out of The University of Toledo, College of Medicine-sponsored health insurance plan are if the student is covered 1) under a parent's group health insurance plan; 2) under a spouse's group insurance plan; 3) by an employer's group insurance; 4) by Medicaid or Medicare; or 5) under COBRA continuation.

The 2007-2008 policy year for The University of Toledo, College of Medicine-sponsored health insurance plan is 8/18/2007 – 8/17/2008. There are two plan designs from which students may choose, a Basic Plan and an Enhanced Plan. Both plans provide comprehensive preferred provider coverage.

The annual premium for the Student Health Insurance will be assessed according to the following schedule:

1st, 2nd, & 3rd Year Students

	Fall 2007	Spring 2008	Annual Total
Basic Plan	\$880	\$1,232	\$2,112
Enhanced Plan	\$975	\$1,365	\$2,340

4th Year Students (through June 2008)

	Fall 2007	Spring 2008	Annual Total
Basic Plan	\$880	\$880	\$1,760
Enhanced Plan	\$975	\$975	\$1,950

Medical students also have the option of enrolling their eligible dependents in one of the two plan designs at the following cost.

Basic Plan:

Student and 1 eligible dependent (spouse or child):	\$4416 annual premium
Student and 2 or more eligible dependents:	\$6816 annual premium

Enhanced Plan

Student and 1 eligible dependent (spouse or child):	\$4884 annual premium
Student and 2 or more eligible dependents:	\$7548 annual premium

The annual premium for the Student Health Insurance Family Plans will be assessed according to the following schedule:

1st, 2nd, 3rd yr students: \$1,840 in Fall 2007 & \$2,576 in Spring 2008 (Basic Plan, Student & 1 dependent)

\$2,840 in Fall 2007 & \$3,976 in Spring 2008 (Basic Plan, Student & >1 dependent)

\$2,035 in Fall 2007 & \$2,849 in Spring 2008 (Enhanced Plan, Student & 1 dependent)

\$3,145 in Fall 2007 & \$4,403 in Spring 2008 (Enhanced Plan, Student & >1 dependent)

4th yr students: \$1,840 in Fall 2007 & Spring 2008 (Basic Plan, Student & 1 dependent, prorated through June 2008)

\$2,840 in Fall 2007 & Spring 2008 (Basic Plan, Student & >1 dependent, prorated through June 2008)

\$2,035 in Fall 2007 & Spring 2008 (Enhanced Plan, Student & 1 dependent, prorated through June 2008)

\$3,145 in Fall 2007 & Spring 2008 (Enhanced Plan, Student & >1 dependent, prorated through June 2008)

COLLEGE OF GRADUATE STUDIES: INSTRUCTIONAL (TUITION) AND ANCILLARY FEES

All graduate students must register with the Registrar at least one month in advance of the semester of enrollment, in accordance with the dates indicated in the academic calendars of the respective colleges and programs. The Student Accounts Office will issue statements to each student approximately one month in advance of the semester. The charges appearing on the statement will be based on the registration information provided by the student and entered into the Student information System by the Registrar's Office. Graduate students must be registered at the University of Toledo Health Science Campus in every semester in which they are actively working on their degrees and during the semester in which they defend their thesis or dissertation or present their scholarly project.

College of Graduate Studies Tuition

Ph.D., Master's, Certificate Programs (except MPH and Medical Sciences Certificate)

Fall 2007 and Spring 2008 Semesters**Students Matriculated Fall of 2007**

	In-State Students	Out-of-State Students
Full-Time 12-15 Credit Hours	\$4,914.00 per semester	\$9,319.80 per semester
Part-Time <12 Credit Hours	\$409.50 per credit hour	\$776.65 per credit hour
>15 Credit Hours	\$409.50 per credit hour	\$776.65 per credit hour

Continuing Students

	In-State Students	Out-Of-State Students
	\$4,520.88 per semester	\$9,319.80 per semester
	\$376.74 per credit hour	\$776.65 per credit hour

Summer Semester 2008

	In-State Students	Out-of-State Students
Full-Time 8-10 Credit Hours	\$3,276.00 per semester	\$6,213.20 per semester
Part-Time <8 Credit Hours	\$409.50 per credit hour	\$776.65 per credit hour
>10 Credit Hours	\$409.50 per credit hour	\$776.65 per credit hour

MPH Consortium Program

Tuition for students in the Bowling Green State University and University of Toledo Consortium MPH program is the average tuition (Ohio resident or non-resident) of the participating institutions.

Registration and payment of tuition and fees will be through the University of Toledo Health Science Campus.

Fall 2007 and Spring 2008 Semesters

	In-State Students	Out-of-State Students
Full-Time 12-15 Credit Hours	\$5,283.00 per semester	\$9,579.96 per semester
Part-Time <12 Credit Hours	\$440.25 per credit hour	\$798.33 per credit hour
>15 Credit Hours	\$440.25 per credit hour	\$798.33 per credit hour

Summer Semester 2008

	In-State Students	Out-of-State Students
Full-Time 8-10 Credit Hours	\$3,522.00 per semester	\$6,386.64 per semester
Part-Time <8 Credit Hours	\$440.25 per credit hour	\$798.33 per credit hour
>10 Credit Hours	\$440.25 per credit hour	\$798.33 per credit hour

Master of Science in Medical Sciences Program

Total Tuition & Fees - Fall 2007, Spring 2008 & Summer 2008

	In-State Students	Out-of-State Students
Tuition	\$17,556.00	\$39,450.00
Fees	\$1,246.00	\$1,246.00

College of Graduate Studies General Fee

The general fee is based on fixed costs for the array of student services offered. A general fee will be charged all graduate students (residents and non-residents of Ohio) per the following schedule:

All Ph.D., Master's, and Certificate Programs, except MPH and Master of Science in Medical Sciences

Fall 2007 and Spring 2008 Semesters:

12 full-time or more credit hours: \$555.60

11 or less credit hours: \$46.30 per credit hour

Summer Semester 2008:

8 full-time or more credit hours: \$368.03

7 or less credit hours: \$46.00 per credit hour

MPH Consortium

The general fee for MPH students is the average of the general fee charged at the University of

Toledo and Bowling Green State University.

Fall 2007 and Spring 2008 Semesters:

12 or more credit hours: \$661.80

11 or less credit hours: \$55.15 per credit hour

Summer Semester 2008:

8 or more credit hours: \$441.20

7 or less credit hours: \$55.15 per credit hour

Graduate Student Application Fee

A non-refundable \$30 application fee is required at the time an application for admission to the College of Graduate Studies is submitted.

Reservation Deposit for Occupational Therapy and Physician Assistant Studies Programs

In order for The University of Toledo to adequately plan for the educational Occupational Therapy and Physician Assistant programs, each applicant for these programs will submit a \$300 reservation deposit along with their letter of intent to attend The University of Toledo. The fee is refundable up to May 1. This deposit will be applied to an individual's fall semester tuition for students matriculating in these programs.

Registration Fee

There will be a \$30 non-refundable fee charged to all graduate students their first semester of enrollment at The University of Toledo to offset the institution's various pre-matriculation, orientation, and enrollment costs.

Graduate Student Transcript Fee

Each graduate student will be charged a transcript fee of \$55 at the time of entry into the College of Graduate Studies; there will be no further charges for the issuance of transcripts. Students admitted to the College of Graduate Studies who have previously paid a transcript fee at the time of entry into the College of Medicine at The University of Toledo will not be subject to any additional transcript fee. All requests for transcripts must be made in writing to the Registrar's Office, and the issuance of transcripts is usually completed within 48 hours of receipt of the request.

Identification Card Fee

Each student will be issued an identification card, which will be revalidated each academic semester that the student is enrolled. The card must be surrendered if the student withdraws, is dismissed, or leaves The University of Toledo for any other reason during the academic semester in which he/she holds a valid identification card. Prepayment of \$5 must be made for each replacement of an identification card.

Liability Insurance

All students will be charged a fee of \$12 in both the fall and spring semesters and a fee of \$8 in the summer semester for liability insurance.

Student Health Record Fee

Each student in the Physician Assistant Studies and Nursing Programs will be charged a fee of \$15 assessed each fall and spring semester to maintain required student health records.

Student Laboratory Titer Fee

All students in the Physician Assistant Studies and Nursing Programs will be assessed a \$150 fee during their first semester of enrollment as payment for laboratory titers required for proof of immunity. Once these titers are completed, this fee is rendered non-refundable.

Student Health Insurance

All students are required to have health insurance. Students will be charged for and must be enrolled in The University of Toledo-sponsored health insurance plan unless they are granted approval to waive the coverage. The student must submit a Waiver Request Form to the Student Accounts Office no later than the first day of the semester, and the only acceptable reasons for being granted approval to waive out of

The University of Toledo-sponsored health insurance plan are if the student is covered 1) under a parent's group health insurance plan; 2) under a spouse's group insurance plan; 3) by an employer's group insurance; 4) by Medicaid or Medicare; or 5) under COBRA continuation.

The 2007-2008 policy year for The University of Toledo-sponsored health insurance plan is 8/18/2007 – 8/17/2008. There are two plan designs from which students may choose, a Basic Plan and an Enhanced Plan. Both plans provide comprehensive preferred provider coverage.

The annual premium for the Student Health Insurance will be assessed according to the following schedule:

	Fall 2007	Spring 2008	Annual Total
Basic Plan	\$880	\$1,232	\$2,112
Enhanced Plan	\$975	\$1,365	\$2,340

Regular graduate students also have the option of enrolling their eligible dependents (spouse and/or children) in one of the two plan designs at the following cost.

Basic Plan:

Student and 1 eligible dependent (spouse or child): \$4416 annual premium
 Student and 2 or more eligible dependents: \$6816 annual premium

Enhanced Plan

Student and 1 eligible dependent (spouse or child): \$4884 annual premium
 Student and 2 or more eligible dependents: \$7548 annual premium

The annual premium for the University of Toledo-sponsored Student Health Insurance family plans will be assessed according to the following schedule:

\$1,840 in Fall 2007 & \$2,576 in Spring 2008 (Basic Plan, Student & 1 dependent)

\$2,840 in Fall 2007 & \$3,976 in Spring 2008 (Basic Plan, Student & >1 dependent)

\$2,035 in Fall 2007 & \$2,849 in Spring 2008 (Enhanced Plan, Student & 1 dependent)

\$3,145 in Fall 2007 & \$4,403 in Spring 2008 (Enhanced Plan, Student & >1 dependent)

Distance Learning Course Fee

There will be a \$20 fee for each distance learning course taken. Technology fee College of Nursing fee of \$9.85 per credit hours registered.

Gross Anatomy Lab Fee

The use of dissection instruments, gloves and a laboratory coat are required for all students participating in dissection in the Gross Anatomy Laboratories. In order to provide standardized materials and appropriate dress for each student, an annual fee of \$250 payable prior to the start of the fall semester will

be assessed to each student enrolled in ANAT679 (Human Structure and Development), \$200 for ANAT505 (Human Structure), and ANAT500 (Anatomy for Physician Assistants).

Other Course Fees for Graduate Students

Graduate students will be assessed \$50 course fees for the following list of courses:

MSN

NURS504	Health Assessment and the Nursing Process for Promoting Health (CNL/GEP)
NURS507	Therapeutic Communication Skills for Nurses (CNL/GEP)
NURS509	Psychiatric Mental Health Nursing I (CNS-PMH)
NURS510	Psychiatric Mental Health Nursing II (CNS-PMH)
NURS511	Psychiatric Mental Health Nursing III (CNS-PMH)
NURS514	Designing Nursing Systems to Promote Self-Care (CNL/GEP)
NURS519	Advanced Interpersonal Interventions (CNS and NP)
NURS524	Designing Nursing Systems for Compromised Health States (CML/GEP)
NURS544	Population Focused Nursing Care (GEMINI)
NURS554	Advanced Practicum in Nursing Systems Design (GEMINI)
NURS574	Advanced Health Assessment (CNS and NP)
NURS576	Clinical Diagnosis and Management in Primary Care I (FNP)
NURS577	Clinical Diagnosis and Management in Primary Care II (FNP)
NURS581	PNP I: Care of Children and Concepts of Wellness
NURS582	PNP II: Common Acute and Stable Chronic Illnesses
NURS583	PNP III: Complex Chronic Illnesses or Disabilities
NURS586	Clinical Diagnosis and Management in Primary Care II (FNP)
NURS587	Clinical Diagnosis and Management in Primary Care III (FNP)
NURS597	ANP/CNS III: Care of Adults and Older Adults with Specialty Focus
NURS603	ANP I: Primary Care of Adolescents and Adults
NURS604	ANP II: Primary Care of Women and Concepts of Wellness
NURS605	ANP III: Primary Care of Adults and Older Adults
NURS607	Advanced Communication Skills and Group Dynamics (CNL/GEP)
NURS608	ANP/CNS I: Care of Adolescents and Adults
NURS609	ANP/CNS II: Care of Women and Concepts of Wellness
NURS610	ANP/CNS III: Care of Adults and Older Adults with Specialty Focus
NURS621	FNP I: Primary Care of Adolescents and Adults
NURS622	FNP II: Primary Care of Women and Children
NURS623	FNP III: Primary Care of Adolescents and Adults
NURS673	Practicum & Seminar in Teaching (Online Nursing Education Certificate)

MSOH/MPH (The individual institutions will set course fees and lab fees in the MPH Consortium Program.)

OCCH515	Principles of Environmental Health
OCCH520	Monitoring & Analytical Methods
PUBH515	Principles of Environmental Health

MSBS/PA

PHYA510	Principles of Interviewing and Medical History
PHYA512	Patient Evaluation
PHYA520	Diagnostic and Therapeutic Skills

Occupational Therapy

OCCT500	Conceptual Framework for Therapeutic Occupation
OCCT501	Occupational Therapy Models of Practice I
OCCT502	Occupational Therapy Models of Practice II
OCCT503	Occupational Therapy Models of Practice III
OCCT504	Occupational Therapy Models of Practice IV
OCCT520	Occupational Therapy Advocacy I
OCCT521	Occupational Therapy Advocacy II
OCCT605	Occupational Therapy Models of Practice V
OCCT606	Occupational Therapy Models of Practice VI
OCCT607	Occupational Therapy Models of Practice VII
OCCT700	Occupational Framework for Therapeutic Occupation
OCCT701	Occupational Therapy Models of Practice I
OCCT721	Occupational Therapy Advocacy I
OCCT805	Occupational Therapy Models of Practice V
OCCT806	Occupational Therapy Models of Practice VI
OCCT807	Occupational Therapy Models of Practice VII

REFUND POLICY

Refund Policy for Students Who Withdraw from the Institution

In accordance with the 1998 Reauthorization of the Higher Education Act, the University of Toledo Health Science Campus will use the following policy to calculate refunds for students who withdraw or take an approved leave of absence after the start of an academic semester. The refund calculation is based on the number of days in a semester and the number of days a student has been enrolled. Examples of refund calculations are available from the Office of Student Financial Aid, Health Science Campus of The University of Toledo.

All tuition and ancillary educational fees assessed to a student's bill are subject to inclusion in the refund calculation, with the exception of the non-refundable fees and payments for disability insurance and liability insurance. Refunds of Student Health Insurance premiums may be requested directly from the insurance company for prepayments of coverage for which a student is no longer eligible.

Necessary refunds to student financial aid Title IV programs will be made prior to the release of any refund to the student. Title IV programs include: Federal Stafford Subsidized Loan, Federal Stafford Unsubsidized Loan, and Federal Perkins Loan and federal GradPLUS loans. Any funds earned from the Federal Work-Study Program are not included in the calculation.

Calculation of Percentage of Refund

The percentage used to calculate refunds for students who withdraw or take an approved Leave of Absence will be calculated according to federal guidelines. In accordance with federal regulations regarding the refund of Title IV funds, a student receiving an approved Leave of Absence for fewer than 180 days in any 12-month period, the student is not considered to have withdrawn as long as leave was requested and been granted under the institution's formal leave policy. An approved Leave of Absence will also grant "in-College" status for purposes of loan repayment deferments. An approved Leave of Absence **within** a semester will not qualify for any pro rata refund of tuition and fees, and the student must return to his/her curriculum at the end of a leave. An approved Leave of Absence extending to the

end of a semester will, for purposes of refund calculation, follow the same policy as a withdrawal. The total number of days for all Leaves of Absence must not exceed 180 days in a 12-month period. Any Leave of Absence greater than 180 days or more than one Leave of Absence in any 12-month period, will be treated as a withdrawal from the first date the student ceased to be enrolled; this is true for both refund calculation and “in-College status”/loan deferment purposes.

Withdrawal or Approved Leave of Absence before the first day of the semester:

100% of tuition and non-refundable ancillary educational fees assessed and paid are considered refundable. All Title IV funds are considered unused and will be returned to the appropriate Title IV financial aid program.

Withdrawal or Approved Leave of Absence up through 60% of the payment period or period of enrollment:

A pro rata schedule is used to determine the amount of eligible refund. This calculation is done by 1) determining the percentage of the payment period (semester) that was completed (calculated by dividing the number of calendar days completed by the number of calendar days in the payment period); 2) multiplying that percentage by the total financial aid that was disbursed (or could have been disbursed) for the payment period; and 3) multiplying the same percentage by the total amount paid by the student. Any amount remaining will be refunded to the proper financial aid programs, then to the student.

Withdrawal or Approved Leave of Absence after 60% of the payment period or period of enrollment:

A student is not eligible for a refund and a student is considered to have earned 100% of the Title IV funds; none will be returned to any Title IV financial aid program.

Once the pro rata calculation has been made, if it is necessary to refund aid to student financial aid programs, this will be done prior to releasing any refund to the student. If funds remain after all necessary refunds have been made to Title IV programs, the remaining amount will be divided proportionately between the non-Title IV sources (i.e., Title VII programs, institutional funds, and the student). If a student is required to repay funds to a Title IV or non-Title IV loan program, the amount will be repaid according to the terms and conditions of the promissory note for that particular loan program.

Tuition and General Fee Refund Policy for Students Who Reduce Their Course Load

Students who reduce the number of hours for which they are registered but who do not withdraw completely, are subject to the following tuition and general fee refund schedule:

Fall and Spring Semesters

- 100% - Refund prior to the official start of the semester
- 90% - Refund during the first week of the semester
- 80% - Refund during the second week of the semester
- 60% - Refund during the third week of the semester
- 40% - Refund during the fourth week of the semester
- 0% - Refund after the fourth week of the semester

12-Week Summer Semester

- 100% - Refund prior to the official start of the semester
- 90% - Refund during the first week of the semester
- 80% - Refund during the second week of the semester
- 60% - Refund during the third week of the semester
- 40% - Refund during the fourth week of the semester
- 0% - Refund after the fourth week of the semester

10-Week Summer Semester

- 100% - Refund prior to the official start of the semester
- 90% - Refund during the first week of the semester
- 80% - Refund during the second week of the semester
- 60% - Refund during the third week of the semester
- 0% - Refund after the third week of the semester

6-Week Summer Term

- 100% - Refund prior to the official start of the term
- 90% - Refund within the first and second days of the term
- 80% - Refund within the third and fifth days of the term
- 60% - Refund within the sixth and ninth days of the term
- 0% - Refund after the tenth day of the term

Receipt of Title IV Aid and Reduction in Course Load:

If students who receive Title IV federal financial aid reduce the number of hours for which they are registered but do not withdraw completely, their financial aid is subject to a recalculation of eligibility based on the actual number of hours enrolled. In some cases, this may reduce the amount of some types of financial aid they expect to receive and may result in funds being returned to the Title IV financial aid programs.

DELINQUENT ACCOUNTS

Students must take care of all financial obligations to the University of Toledo in order to qualify for continued enrollment. This means that each student must pay all money due the University each semester. This includes fees billed, loan payments due, traffic fines, library fines (or unreturned books), health care bills and any other type of financial obligation.

A student with an outstanding delinquent account may expect the following:

- Withholding of interim and/or final grades.
- Administrative withdrawal
- Reinstatement Fee of \$200 if appeal for reinstatement is approved.
- Registration for a succeeding semester will not be permitted.
- A transcript will not be issued.
- The student will not be permitted to graduate.

FUTURE CHANGES IN POLICY

The Board of Trustees reserves the right to make any changes or adjustments in instructional and ancillary fees when such changes are deemed necessary.

DISSEMINATION OF POLICY

Upon adoption of the Instructional and Ancillary Fees Policy by the Board of Trustees, it will be placed in writing and made available to all current students. Amendments to this policy will be placed in writing and made available to all current students.

<p>Approved by:</p> <p>Jeffrey Gold, M.D.</p> <hr/> <p>Name Dean, College of Medicine</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: 05/23/77</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none"> • 06/25/79 (<i>Resolution 17-6-79</i>) • 11/26/79 (<i>Resolution 30-11-79</i>) • 05/19/80 (<i>Resolution 55-5-80</i>) • 11/24/1980 (<i>Resolution 11-11-80</i>) • 07/26/1982(<i>Resolution 35-7-82</i>) • 06/27/1983(<i>Resolution 21-6-83</i>) • 09/24/1984(<i>Resolution28-9-84</i>) • 10/31/1984 • 05/20/1985(<i>Resolution 14-5-85</i>) • 03/24/1986(<i>Resolution6-3-86</i>) • 04/27/1987(<i>Resolution 16-4-87</i>) • 09/30/1987 • 07/25/1988(<i>Resolution19-7-88</i>) • 09/25/1989(<i>Resolution14-9-89</i>) • 08/27/1990(<i>Resolution21-8-90</i>) • 07/22/1991(<i>Resolution 21-7-91</i>) • 06/22/1992 • 06/28/1993 • 06/27/1994 • 06/08/1995 • 04/22/1996 • 08/14/1996 • 04/01/1998 (<i>Revised</i>) • 06/22/1998(<i>Resolution12-6-98</i>) • 06/09/1999(<i>Resolution9-6-99</i>) • 05/23/2000 • 08/16/2000 • 03/27/2001 • 06/26/2002 • 04/03/2003 • 07/28/2003 • 09/17/2004 • 07/01/07 <p>Next review date: 07/01/10 (three years from most recent revision/review date)</p>
--	--