



Hackensack Meridian  
School of Medicine

**Office of Student Financial Services  
Title IV Policies**



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## Tuition Refund Policy

### Tuition Refund Policy for Withdrawals

Withdrawal from the School of Medicine: If a student chooses to withdraw from the medical school, the tuition will be prorated in the semester in which the student withdraws, according to the schedule below. The first day of classes commences the beginning of the semester and tuition will be prorated accordingly. Please note: Student fees are not prorated and cannot be refunded after the first day of classes.

|                                   |             |
|-----------------------------------|-------------|
| Prior to the first day of classes | 100% refund |
|-----------------------------------|-------------|

During the 1<sup>st</sup> week of classes 80% refund

|   |            |
|---|------------|
| During the 2 <sup>nd</sup> week of classes  | 60% refund |
| During the 3 <sup>rd</sup> week of classes  | 40% refund |
| During the 4 <sup>th</sup> weeks of classes | 20% refund |
| After the 4 <sup>th</sup> week of classes   | 0% refund  |

### Medical or Emergency Withdrawal Refund Policy

If a student withdraws because of prolonged illness or a catastrophic event, or a death or catastrophic event of an immediate family member (parents/siblings), the student's tuition (not fees) will be prorated according to the following schedule.

|  |             |
|--|-------------|
| Prior to the first day of classes                                    | 100% refund |
| During the 1 <sup>st</sup> through 5 <sup>th</sup> week of classes   | 80% refund  |
| During the 6 <sup>th</sup> through 10 <sup>th</sup> week of classes  | 60% refund  |
| During the 11 <sup>th</sup> through 15 <sup>th</sup> week of classes | 40% refund  |



|  |           |
|--|-----------|
| After the 15 <sup>th</sup> week of classes | 0% refund |
|--|-----------|

A “prolonged illness” is one that must be attested to by a doctor’s certificate to the effect that the illness is or was of such a nature as to require the student’s absence for a period of three consecutive weeks. If a student has made only partial payment of tuition and fees and the prorated charges exceed the partial payment, the additional amount is due and payable at the time of withdrawal.

Proof of any illness or catastrophic event will also require documentation for the review committee for approval of the tuition reduction. If documentation is not submitted or is not sufficient, regular refund rules for withdrawals will apply. Please note that sensitive medical information can be redacted prior to submission to the committee in accordance with HIPAA regulations.

Students will not receive clearance from the HMSOM until all financial obligations have been met.

## **Return to Title IV Refund Policy (R2T4)**

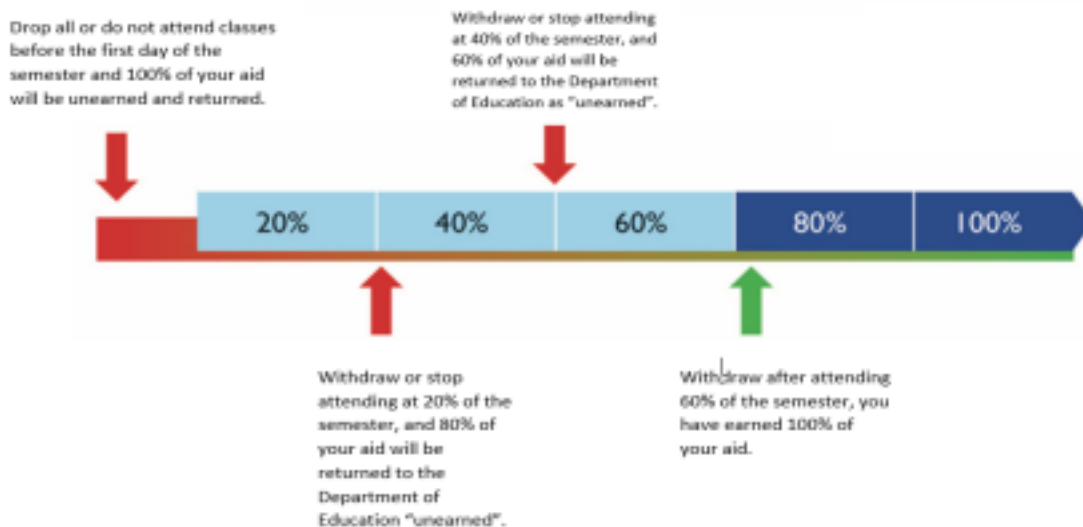
Students receiving Title IV federal financial aid, who terminate enrollment or stop attending all classes during a semester, may have their financial aid recalculated depending on when they withdraw. Students that withdraw from HMSOM any time up through the 60% point of the semester may be subject to having a portion of their federal financial aid returned by the school or the student. Students withdrawing after 60% of the semester are considered to have earned 100% of their federal financial aid.

If the student received more aid than the amount earned, the excess funds must be returned by the institution or the student. The amount of Title IV aid that an institution must return, or a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act, which is a pro rata calculation. For example, if a student completes 30% of the semester, the student generally earns 30% of the Title IV federal financial aid. If the student receives excess federal student aid funds, the institution must return a portion of the excess equal to the lesser of:

- The institutional charges multiplied by the unearned percentage of the student’s funds; or
- The entire amount of excess funds.



## HMSOM Return to Title IV Programs Overview



If the student receives less assistance than the amount that was earned, the student may be eligible to receive additional funds through a post-withdrawal disbursement. If the post withdrawal disbursement includes loan funds, the institution must obtain the student's permission before it disburses any loan funds. A student may choose to decline some or all of the loan funds.

If the student is eligible for a post-withdrawal disbursement, HMSOM will offer the loan funds in writing to the student within 14 days. The student must notify the school of their interest in the loan funds in response to the written notice from HMSOM. If a return of loan funds is required, the school must return the funds to the Department of Education within 45 days of the calculation.

HMSOM may automatically use a portion or all of your post-withdrawal disbursement, including loan funds, if the student accepts them **for outstanding charges**. If a student's federal aid exceeds the tuition and fees, creating a credit balance, a refund will be issued to the student. After the R2T4 calculation is completed, HMSOM will return the unearned portion of Title IV Funds that are requested from the school. If there is a portion of unearned aid that the student is responsible for returning according to the federal calculation it is the student's responsibility to return the Direct Loan funds in accordance with the terms and conditions of the Master Promissory Note (MPN). This will be communicated to the student via letter mailed to the



student. In addition, a copy of the R2T4 calculation worksheet will be sent to the student along with a final statement of their student account so that they may understand all adjustments to his or her account.

The law and the implementing regulations, 34 C.F.R. § 668.22, also specify the order of return of the Title IV funds to the programs from which they were awarded (i.e., Unsubsidized Federal Direct Stafford Loans, Federal Direct PLUS Loans). HMSOM will return any unearned Direct Loans within 45 days of the date of determination. If a student is responsible for returning any of his/her Direct Loans, the funds must be returned according to the terms and conditions of the Master Promissory Note (MPN).

To request an official withdrawal from the University, students must contact the Office of the Registrar or submit an official withdrawal form to the Office of the Registrar. Once processed, students will receive a written notification once their Return to Title IV calculation is completed. If a student withdraws without providing official notice, the student will be withdrawn no later than 30 days from the last day of the semester and the date of withdrawal will be the midpoint of the semester.

HMSOM will monitor uncompleted classes and final grades at the end of the semester. Any students determined to have been an unofficial withdrawal, the R2T4 will be calculated using the midpoint of the semester after the unofficial withdrawal has been determined.



## **Satisfactory Academic Progress (SAP)**

Federal regulations (34 C.F.R. § 668.34) mandate that institutions define Satisfactory Academic Progress (SAP) for enrolled students who are Title IV recipients. SAP requires the successful completion of degree requirements according to established increments that lead to awarding the degree within known completion limits. The SAP evaluation measures the student's progress qualitatively and quantitatively. The student will have up to 140% of the published program to successfully complete the program. The following policy outlines the standards for SAP as defined by the HMSOM. The policy applies to all matriculated students, whether or not they are recipients of financial aid.

SAP is assessed on an annual basis at the end of the academic year which ends approximately June 30th each year. Students who fail to achieve SAP during any established increment may be placed on financial aid probation and/or an academic plan following a successful appeal, suspended and/or dismissed. Students who are placed on any of these statuses will be informed of their status in writing.

Each student at the HMSOM is required to successfully complete all the HMSOM's required courses, clerkships, examinations and advanced clinical rotations in order to graduate with the MD degree.

Following the annual Satisfactory Academic Progress evaluations, the Associate Dean of Student Affairs will send a notification in writing to all students via email and mail, who have not met the standards of SAP with copies to the Office of Student Financial Services. The notification shall indicate the nature of the deficiency, any methods that may be available for correcting the deficiency and any consequences that have resulted or may result, such as financial aid probation and/or academic plan following a successful appeal, suspension or dismissal.

A student who fails to meet one or both of the standards for SAP (qualitative and/or quantitative) is ineligible for financial aid beginning with the term immediately following the term in which the SAP requirements were not met, pending results of the appeal process, outlined below.



## **Qualitative Measures**

### **Phase 1**

The HMSOM measures progress with Phase 1 courses with grades of Pass or Fail. Each of the summative components of the final grades are evaluated using a specific rubric. Performance reports of “Meets Expectation (ME),” “Meets Expectations with Recommendations (MER),” or “Does not meet Expectation (DNM),” are assigned for each component of the course. Any course from which the students has received a withdrawn, incomplete or a failed grade at the time of annual review will be counted as an unsatisfactory grade when measuring SAP. At this time, HMSOM does not allow transfer of credits from another institution and therefore not counted in SAP.

In order to be successfully meeting SAP requirements, a student cannot have more than one unsatisfactorily completed course at the time SAP is measured. Students who are withdrawn from HMSOM are not making SAP.

### **Phase 2 and 3**

The HMSOM measures progress with Phase 2 Clerkships and Sub-Internships with the following grade assignments. Each of the summative components of the final grades are evaluated using a specific rubric. Grades of “Honors (H),” “High Pass (HP),” “Pass (P), or “Fail (F)” are assigned for the final grade. Electives, Selectives, Human Dimension and Phase 3 ILP completion will be graded as Pass/Fail. Any clerkship, rotation or activity from which the students has received a withdrawn, incomplete/conditional or a failed grade at the time of annual review will be counted as an unsatisfactory grade.

In order to be successfully meeting SAP requirements, a student cannot have more than one unsatisfactorily completed, non-remediated clerkship/rotation at the time SAP is measured.

Students are expected to take and successfully pass USMLE Step 1 and Step 2 (CK and CS). Students must pass USMLE Step 1 in order to progress into Advanced Clinical Rotations. Students must pass USMLE Step 2 in order to move on to Phase 3 of the curriculum, including before graduating. If each of these Step exams is not passed, the student is considered to not be making SAP. A student who has not passed Step 2 (CK and CS) by the expected graduation date, but has completed all other graduation requirements will not be enrolled as full-time and will not be eligible for financial aid





## Quantitative Measures

Students who complete the required coursework within established cohort timeframes are considered to be meeting the quantitative measurement at the end of each academic year even though the phase is not complete at that time. In those cases where students are taking more than the initial allotted time, the following timeframes are considered as meeting the quantitative component. Each student's progress will be measured at the end of the academic year regardless of their position in the phase. Students are expected to be on track to meet the following expectations of progression during their enrollment. Those not on track to complete within the below timeframes are not meeting the quantitative component for SAP.

- **Phase 1:** All Phase 1 courses and units are on track to be completed within 20 months.
- **Phase 2:** All Phase 2 Courses and Clerkships are on track to be completed within 20 months. Required courses and rotations during Advanced Clinical Rotations are on track to be completed within 9 months.
- **Phase 3:** Activities conclude no later than 6 months past the end of the 4th year.

Approved leaves of absence for pregnancy, illness, or death of a family member may be excluded from this calculation.

## Financial Aid Probation and Academic Plans

Students have the right to appeal an unsatisfactory determination of their Satisfactory Academic Progress. If approved, a student may be placed on financial aid probation for the subsequent term if it is determined that he/she can regain SAP eligibility after one term. Financial aid probation means a status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.

During the financial aid probation period, the student must meet all SAP requirements. If the student fails to meet SAP during their one semester financial aid probation period, the student's aid will be suspended with the ability to appeal for the upcoming term. (This will usually only occur if a student needs to make up an exam, not repeat an entire course).

If it is mathematically impossible for a student to resolve all deficiencies during one semester of attendance on financial aid probation, and the student's reason for appeal is appropriate according to federal regulations, the student may be placed on an academic plan with the end goal being to resolve all deficiencies. If the student fails to meet the requirements of financial aid probation and the academic plan, the student would need to submit another appeal to be placed on financial aid probation again and/or an academic plan or be suspended. It cannot automatically be extended.



## Hackensack Meridian School of Medicine

The Student Performance Review Committee, in conjunction with the Associate Dean of Medical Education and the Associate Dean of Student Affairs, the student and the Registrar, will develop a comprehensive academic plan for the student that will ensure, if followed, that the student is able to meet the HMSOM's SAP standards by a specific point of time and continue to receive financial aid during that period as long as the conditions are met without exception.

The student is eligible for financial aid for a financial aid probation period of one term and, if applicable, the time frame stated in the academic plan. The student will be monitored on a semester basis to ensure that the conditions of the academic plan continue to be met. A student who does not comply with each SAP standard by the end of the financial aid probation period and, if applicable, the time frame stated in the academic plan, will be suspended from financial aid eligibility.

A student who has lost eligibility for federal aid due to not meeting Satisfactory Academic Progress cannot automatically regain eligibility by taking a leave, sitting out for a term or paying their tuition out of pocket. Eligibility can only be reinstated by eliminating all SAP deficiencies and filing a successful appeal or filing a successful appeal demonstrating mitigating circumstances.

The SPRC, the Associate Dean of Medical Education, the Associate Dean of Student Affairs, the offices of Registrar and Student Financial Services collaboratively shall have the responsibility for monitoring and enforcing Satisfactory Academic Progress. The HMSOM Registrar will notify the SPRC annually of any students who are not making SAP. The SPRC will determine whether academic sanctions are warranted and will inform the student accordingly. The Office of Student Financial Services will inform any student whose financial aid has been impacted.



### Appeal for Reinstatement of Financial Aid Eligibility

Eligibility for continued financial aid will only be re-established if the student subsequently meets Satisfactory Academic Progress requirements and submits a successful appeal, or if the student successfully appeals the decision in writing to the Office of Student Financial Services.

Exceptional circumstances warranting an appeal and possible exceptions include pregnancy, injury or illness of the student, death of a family member, other special circumstances.

- A signed appeal letter request that must include a detailed statement of the facts and circumstances supporting the appeal and why the student believes the determination should be changed.
- All information supporting the appeal.
- The student should also provide information on what had led to the unsatisfactory performance and what has changed situationally that will allow the student to progress academically at the next evaluation.

## Overview of Curriculum

Hackensack Meridian School of Medicine Curriculum Schematic

