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**INSTITUTIONAL REIMBURSEMENT POLICY****LEGAL BASE**

Higher educational institutions participating in Title IV financial aid programs are required to make available to prospects, students, parents and to the general community the reimbursement policy for

- (A) Title IV (Higher Education ACT) HEA funds (*Refer to Executive Order 2001-01*)
- (B) disclosing the requirements established for the determination of institutional reimbursements.

**PURPOSE**

The purpose of this Policy is to establish the parameters and define effective processes to carry out the institutional reimbursements to the students who are eligible. This policy will provide students with the opportunity to familiarize themselves with the process and become aware of the outcome of this process in their respective accounts and outstanding balances, if any.

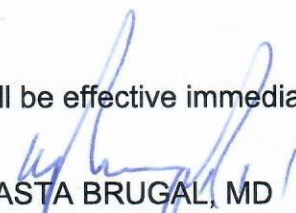
**GENERAL REGULATIONS FOR INSTITUTIONAL REIMBURSEMENTS:**

- Students that cancel and/or withdraw prior to the beginning of the semester will receive complete refund for all fees.
- After the semester begins, there will be a reimbursement for tuition fees only.
- San Juan Bautista School of Medicine (SJBSM) will determine the percentage for reimbursement using the following criteria:
  - Any student that withdraws before completing 50% of the academic period will receive a partial reimbursement of the tuition fees as follows:
    - 100% if the withdrawal occurs on or before the First day of class
    - 90% if the withdrawal occurs after the first day of class, up to the 10% of the academic period
    - 50% if the withdrawal occurs after the first day of class, from 10% up to 25% of the academic period

- 25% if the withdrawal occurs after the first day of class, from 25% up to 50% of the academic period
- At the end of 50% of the Academic Period, 100% of the tuition costs will be charged. The academic periods will be evaluated in weeks of five (5) days, from Monday to Friday.
- The official date of withdrawal reported by the registrar's office will be used to calculate the percentage of reimbursement.
- The percentage of reimbursement for each program will be reviewed and published annually with the Academic Calendar.
- Students will receive a copy upon enrollment, copies will be published in CANVAS and the schools' Web site.

Effectivity

The provisions contained in this Executive Order shall be effective immediately

  
YOCASTA BRUGAL, MD  
President/Dean

Approved: March 12, 1999  
Reviewed: May 16, 2003  
May 31, 2005  
May 31, 2009  
September 24, 2020  
February 15, 2023