

REFUND POLICY

STATEMENT OF REASON AND PURPOSE

In compliance with the provisions of the Federal Education Department, the San Juan Bautista School of Medicine has established the following Refund Policy for those students who pay their tuition costs through non-Title IV funds.

If a student withdraws before completing 50% of the academic period, he/she is entitled a partial refund 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 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

After 50% of the academic period is concluded, 100% of the tuition costs will be charged.

Biomedical Sciences Semester consists of 17 weeks, considering 5 days from Monday to Friday.

Clinical Sciences - 3rd year, 1st and 2nd semester each consists of 22 weeks, and 4th year, 1st and 2nd semester of 20 weeks each, all 5 days a week.

The student will be entitled to refund of his tuition costs according to the retirement date as specified in the following tables:

BIOMEDICAL SCIENCES

Total week in semester	Percentage of attendance	Weeks	Days	Reimbursement
17	0	0	1	100%
17	10	1.70	8	90%
17	25	4.25	21	50%
17	50	8.50	42	25%

CLINICAL SCIENCES -3rd Year 1st and 2nd Semester

Total weeks in	Percentage of	Weeks	Days	Reimbursement
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a semester	attendance			
22	0	0	1	100%
22	10	2.20	11	90%
22	25	5.50	27	50%
22	50	11	55	25%

CLINICAL SCIENCES – 4th Year 1st and 2nd Semester

Total weeks in a semester	Percentage of attendance	Weeks	Days	Reimbursement
20	0	0	1	100%
20	10	2	10	90%
20	25	5	25	50%
20	50	10	50	25%

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