

80.20.008 REFUNDS POLICY

Refunds Policy

PURPOSE

The purpose of this policy is to provide guidance on refunds and the criteria that makes a student eligible for a refund at the St. Jude Children's Research Hospital Graduate School of Biomedical Sciences ("Graduate School").

SCOPE

This policy applies to all students enrolled in the Graduate School, regardless of mode of instruction and physical location of the student.

STAKEHOLDERS AFFECTED BY THIS POLICY

Stakeholders affected by this policy include all Graduate School students, faculty, and staff.

POLICY

1.1 The Graduate School will comply with applicable local, state, federal, and foreign laws concerning refunds.

1.2 Students who receive a full-tuition scholarship from the institution are not eligible for a tuition refund based upon their official withdrawal date or last day of attendance from the Graduate School.

1.3 Students who receive tuition support from a combination of institutional and external support or full external support are eligible for a tuition refund for the portion of externally funded tuition support based upon their official withdrawal date from the Graduate School. A tuition refund for the portion of externally funded tuition support is pro-rated as noted in section 1.6.

1.4 If you are eligible for a refund, a written request must be submitted to the Registrar. A minimum turnaround of three business days for a response to the request should be expected.

1.5 When computing refunds, the last day of attendance for a student who meets the definition of enrolled shall be either the date of the student's last recorded day of attendance or when applicable, the date the student failed to return from an approved leave of absence.

1.6 Any refund due will be disbursed within forty-five (45) calendar days of the last date of attendance:

Withdrawal	Refund
Before the start of classes	100%
On the first day of classes	80%
After day 1 but before day 4	60%
After day 3 but before day 6	40%
After day 5 but before day 8	20%
After day 8	0%

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1.7 In cases in which a student receives external funding from an external entity to apply towards Graduate School related expenses, the student is responsible for any obligation to repay the external entity according to the student’s agreement with the entity.

1.8 In any case that a refund may be due to the external entity, the Graduate School will consider the policies of the external entity and will work directly with them to process the refund.

PROCEDURE

N/A

DEFINITIONS

- **External funding** – Refers to any non-St. Jude and non-federal funding that a student receives before, during and after enrollment in the Graduate School that is used toward graduate school-related expenses.

REFERENCE DOCUMENTS

- Withdrawal Policy

FORMS AND OTHER DOCUMENTS

N/A

POLICY DETAILS

Policy Type	Policy Revision
Policy Number	80.20.008
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Policy Sponsor	Steven Varga
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Policy Owner (Contact Info)	Steven Varga (steven.varga@stjude.org)
Policy Alternate	Stacey Schultz-Cherry
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Next Scheduled Review Date	By June 1, 2026

REVISION HISTORY

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APPROVALS

- Curriculum Committee – Approved on May 23, 2023
- Curriculum Committee – Approved on August 2, 2024