

FINANCIAL INFORMATION

2021-2022 Tuition

Note: Prices effective starting with the summer 2021 semester.

Master's Programs

Medaille College	Domestic U.S. Canada Internationa	Active Military Duty Tuition Per Credit Hour	One-Time Student Fee	One-Time Graduation Fee	Campus
Master of Business Administration	\$945.00	5% discount per cr hr	\$100.00	\$50.00	B/R/O
Master of Arts in Organization Leadership	\$945.00	5% discount per cr hr	\$100.00	\$50.00	B/R/O
Master of Science in Accounting	\$945.00	5% discount per cr hr	\$100.00	\$50.00	B
Master of Science in Homeland Security	\$800.00	5% discount per cr hr	\$100.00	\$50.00	O
Master of Arts in Clinical Mental Health Counseling	\$900.00	5% discount per cr hr	\$100.00	\$50.00	B/R/O
Master of Arts in Psychology	\$900.00	5% discount per cr hr	\$100.00	\$50.00	B/O
Master of Arts in Marriage and Family Therapy	\$900.00	5% discount per cr hr	\$100.00	\$50.00	B
Master of Science in Education, Elementary Education	\$800.00	5% discount per cr hr	\$100.00	\$50.00	B
Master of Science in Education, Adolescent/ Secondary Education	\$800.00	5% discount per cr hr	\$100.00	\$50.00	B
Master of Science in Education, Literacy	\$800.00	5% discount per cr hr	\$100.00	\$50.00	B

Master of Science in Education, Students with Disabilities \$800.00 5% discount per cr hr \$100.00 \$50.00 B

Canadian Students - Master of Science in Elementary Education: Childhood \$600.00 n/a n/a \$50.00 B

Canadian Students - Master of Science in Adolescent Education \$600.00 n/a n/a \$50.00 B

Doctoral Program in Clinical Psychology (PsyD) \$1,220.00 5% discount per cr hr \$100.00 \$50.00 B

Advanced Certificate in Clinical Mental Health Counseling \$500.00 5% discount per cr hr \$100.00 \$10.00 O

Advanced Certificate in Clinical Mental Health Counseling (for students starting summer 2021 and after) \$330.00 5% discount per cr hr \$100.00 \$10.00 B

Advanced Certificate in Marriage and Family Therapy \$500.00 5% discount per cr hr \$100.00 \$10.00 B

Post-Master's Advanced Certificate in Literacy \$500.00 n/a \$100.00 \$10.00 B

Post-Master's Advanced Certificate in Students with Disabilities \$500.00 5% discount per cr hr \$100.00 \$10.00 B

Note: Campus B - Buffalo, Campus R - Rochester, O - Online.
**Active Duty Military status required for tuition discount. See <http://www.medaille.edu/admissions/veterans-military> (<http://www.medaille.edu/admissions/veterans-military/>) for more details.*
***One time student fee is charged to the student record.*
****Education students please see the Undergraduate and Graduate Catalog for additional fees.*
Rates subject to change.

Census

The census date is set by the college and typically marks the end of the add/drop period. On this day, the college takes a "snapshot" of all students' enrollment which becomes the "official enrollment" that is used for state reporting.

2021-2022 Academic Year Census Dates

Semester	Date
Fall 2021	October 1, 2021
Spring 2022	February 1, 2022

2021-2022 Standard Allowance

Medaille College estimates the 2021-2022 standard allowance as follows. The standard allowance changes annually. Please contact Admissions or Financial Aid for updated figures.

Expense	Cost
Books/supplies	\$1100
Personal Expenses	\$1100
Transportation	\$2000
Total	\$4200

Explanation of Education Expenses

Acceptance Deposit: confirms the student's enrollment and reserves the student's place in the College and is refundable if requested before May 1 of the application year. This \$100 fee is applied toward the first tuition payment. The housing/damage deposit of \$100 reserves on-campus housing and is a retainer for possible damages incurred. Refunds of this fee are at the discretion of the Director of Residence Life.

Application Processing: covers the cost of processing a student's application for admission to the College.

Assessments Required by Special Courses: some courses incur additional charges. These charges are assessed only to the participating student.

Certificate Fee: a fee charged by New York State for award of the education-teaching certificate. These charges are assessed only to the participating student.

Graduation: covers a portion of programs, diplomas, and other related expenses.

Transcript Charge: covers materials and postage required to produce and send the student's transcript as requested by the student.

Tuition: covers cost of academic, student, and administrative services and fees, unless otherwise stated.

Tuition Payment Policy

The Student Accounts Office is responsible for the billing and the collection of tuition and fees. Tuition and fees are due and payable by the due date on the student bill. Satisfactory payment arrangements must be established with the Student Accounts Office by the first day of class to avoid a \$150 late fee.

Payment Methods

Pay with cash, check, or money order, Master Card, Visa, Discover Card or American Express.

- Complete Financial Aid (<https://www.medaille.edu/admissions/financial-aid/>)
- Enroll in Payment Plan (p. 2)
- Employer Tuition Reimbursement (p. 3)

A combination of payment arrangements may be utilized. Please be advised that prior semester balances cannot be carried over to the next semester and will prohibit a student from registering for the next semester, receiving grades, transcripts or diploma

Payment Plan

- The payment plan is offered for the fall and spring semesters only.
- An individual must re-enroll each new semester.
- A \$40 enrollment fee due each semester at sign-up.
- To calculate the Budget Amount of the payment plan, the individual must look at the tuition bill, calculate total charges less total aid and this is the Budget Amount. If assistance with the proper budget amount is needed, contact the Student Accounts (<https://www.medaille.edu/student-services/tuition-student-accounts/>) office.
- There are 5 payments due.
- Fall semester due dates are the 1st of each month August through December.
- Spring semester due dates are the 5th of each month January through May.
- An individual can enroll after the first due date or up to one week after the second due date in a semester, but must make payment for past due dates at enrollment.
- Student should note there is a \$35 late fee for late payments.

Enrollment Into Payment Plan

- Individuals must log into Medaille360 (<https://360.medaille.edu/>) with their appropriate Medaille user name and password.
- If assistance with login is needed, contact the IT Helpdesk at 716-880-2282 or helpdesk@medaille.edu.
- Individuals should select the "Student" tab, then select "Review eBill", this is the home page for the student account information.
- Individuals should select the "Payment Plans" box.
- Next, select Term, then select "Select."
- On the far right, click on the "Details" box and the plan details will come up, then select "Select."
- Individuals should type in the Budget Amount in the "Charge(s)" box for tuition (no commas), hit tab, then click "Update Schedule" (should the individual need assistance with the budget they should contact the Student Accounts (<https://www.medaille.edu/student-services/tuition-student-accounts/>) office).

<https://apply.medaille.edu/apply/>

- The payment schedule comes up with Installment Due dates and amounts.
- At the bottom of the page, an individual can select whether they want to Set up Automatic Payments or not by clicking “Yes” or “No.”
- When done with this page, select “Continue.”
- Next, it will ask for payment information, answer each question as it comes up. The individual can also choose to save payment options. When done click “Continue.”
- The “Payment Plan Agreement” page comes up, read through the information and at the bottom select “I Agree” in the box and then select “Continue.”
- The Payment Receipt page comes up, the individual can print for their records.
- Once done with enrollment the individual will note the \$40 Payment Plan Enrollment Fee charged to the tuition bill and the \$40 payment for the fee on the bill.

Making Payments on Payment Plan

- When making payments each month, (if not on automatic payments), log into Medaille360 (<https://360.medaille.edu/>), click “Student” tab, click “Review eBill” tab and click “Payment Plans” tab.
- Be sure to always select “Pay Next Installment.” This will properly record the payment for the next installment due.
- Individuals can also contact the Student Accounts (<https://www.medaille.edu/student-services/tuition-student-accounts/>) office to make the payment. The Student Accounts office will record that installment payment was made on the individual’s plan. An individual can pay off the plan early, with the Student Accounts office, with no penalty.

Recalculating Budget After Enrollment

Contact the Student Accounts office (<https://www.medaille.edu/student-services/tuition-student-accounts/>) for assistance.

Employer Tuition Reimbursement

A student receiving employer tuition reimbursement is required to provide the College with their employer’s reimbursement policy prior to the first scheduled day of classes. Assuming the necessary documentation has been received, Medaille College will recognize the employer’s tuition payment policy and defer receipt of tuition and/or fees accordingly. Future semester deferrals are only available to students who fulfill their payment obligations in accordance with the employer reimbursement plan.

Payment Policy Recap

Students owing a balance, or whose financial aid has not been completed and are not enrolled on a payment plan, will be expected to pay the balance of their tuition for the semester in full (minus any financial aid) by the due date showing on their Billing Statement. Students who fail to make their payment by the first day of class may be assessed a \$150 late fee. Please do not hesitate to contact the Medaille College Student Accounts Office at (716) 880-2235, 880-2271 or 880-2309, with any questions regarding this payment policy.

Note: Students who have financial holds will not be allowed to register for the next term/semester.

2021-2022 Tuition Liability Schedule

Tuition liability adjustment will be made only in the case of a withdrawal from the College. A Withdrawal Form (<https://www.medaille.edu/student-services/registrar/>) must be completed either in person at the Registrar’s Office or Student Services or contact them for information on how to properly drop/withdraw. The amount of any adjustment will be determined using the date of filing and the appropriate schedule below. An alternate schedule may apply in the case of Federal financial aid recipients.

Note: No adjustment will be made in the case of an unauthorized withdrawal.

2021-2022 Liability Schedule

Fall 2021 Liability Schedule

Date	Liability
Full Semester – Day Classes:	
August 30, 2021 – December 9, 2021	40% liability begins 8 a.m. September 8, 2021
	60% liability begins 8 a.m. September 15, 2021
	80% liability begins 8 a.m. September 22, 2021
	100% liability begins 8 a.m. September 28, 2021
Full Semester – Evening Classes:	
August 30, 2021 – December 9, 2021	40% liability begins 8 a.m. September 8, 2021
	60% liability begins 8 a.m. September 15, 2021
	80% liability begins 8 a.m. September 22, 2021
	100% liability begins 8 a.m. September 28, 2021
Full Semester – Online Classes:	
August 30, 2021 – December 9, 2021	40% liability begins 8 a.m. September 8, 2021
	60% liability begins 8 a.m. September 15, 2021
	80% liability begins 8 a.m. September 22, 2021
	100% liability begins 8 a.m. September 28, 2021
US & Canadian Education Program – Monday/Tuesday Session:	
August 30, 2021 – December 9, 2021	40% liability begins 8 a.m. September 8, 2021
	60% liability begins 8 a.m. September 15, 2021
	80% liability begins 8 a.m. September 22, 2021
	100% liability begins 8 a.m. September 28, 2021
US & Canadian Education Program – Saturday/Sunday Session:	

August 30, 2021 – December 9, 2021	40% liability begins 8 a.m. September 8, 2021
	60% liability begins 8 a.m. September 15, 2021
	80% liability begins 8 a.m. September 22, 2021
	100% liability begins 8 a.m. September 28, 2021

Session I – Evening Classes:	
August 30, 2021 – October 17, 2021	100% liability begins 8 a.m. September 8, 2021

Session I – Online Classes:	
August 30, 2021 – October 17, 2021	100% liability begins 8 a.m. September 8, 2021

Session II – Evening Classes:	
October 18, 2021 – December 9, 2021	100% liability begins 8 a.m. October 23, 2021

Session II – Online Classes:	
October 18, 2021 – December 9, 2021	100% liability begins 8 a.m. October 23, 2021

Rochester Vet Clinical:	
July 6, 2021 - October 17, 2021	40% liability begins 8 a.m. July 13, 2021
	60% liability begins 8 a.m. July 20, 2021
	80% liability begins 8 a.m. July 27, 2021
	100% liability begins 8 a.m. August 3, 2021

Rochester Vet:	
July 6, 2021 - August 23, 2021	100% liability begins 8 a.m. July 13, 2021

Spring 2021 Liability Schedule

Date	Liability
Full Semester – Day Classes:	
January 18, 2022 – May 8, 2022	40% liability begins 8 a.m. January 25, 2022
	60% liability begins 8 a.m. February 1, 2022
	80% liability begins 8 a.m. February 8, 2022
	100% liability begins 8 a.m. February 15, 2022

Full Semester – Evening Classes:	
January 18, 2022 – May 8, 2022	40% liability begins 8 a.m. January 25, 2022
	60% liability begins 8 a.m. February 1, 2022
	80% liability begins 8 a.m. February 8, 2022
	100% liability begins 8 a.m. February 15, 2022

Full Semester – Online Classes:	
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January 18, 2022 – May 8, 2022	40% liability begins 8 a.m. January 25, 2022
	60% liability begins 8 a.m. February 1, 2022
	80% liability begins 8 a.m. February 8, 2022
	100% liability begins 8 a.m. February 15, 2022

US & Canadian Education Program – Monday/Tuesday Session:	
January 18, 2021 – May 8, 2022	40% liability begins 8 a.m. January 25, 2022
	60% liability begins 8 a.m. February 1, 2022
	80% liability begins 8 a.m. February 8, 2022
	100% liability begins 8 a.m. February 15, 2022

US & Canadian Education Program – Saturday/Sunday Session:	
January 18, 2021 – May 8, 2022	40% liability begins 8 a.m. January 25, 2022
	60% liability begins 8 a.m. February 1, 2022
	80% liability begins 8 a.m. February 8, 2022
	100% liability begins 8 a.m. February 15, 2022

Session III – Evening Classes:	
January 18, 2022 – March 6, 2022	100% liability begins 8 a.m. January 25, 2022

Session III – Online Classes:	
January 18, 2022 – March 6, 2022	100% liability begins 8 a.m. January 25, 2022

Session IV – Evening Classes:	
March 14, 2022 – May 8, 2022	100% liability begins 8 a.m. March 19, 2022

Session IV – Online Classes:	
March 14, 2022 – May 6, 2022	100% liability begins 8 a.m. March 19, 2022

Summer 2021 Liability Schedule

Date	Liability
Full Semester – Day Classes:	
May 16, 2022 – August 22, 2022	40% liability begins 8 a.m. May 24, 2022
	60% liability begins 8 a.m. May 31, 2022
	80% liability begins 8 a.m. June 7, 2022
	100% liability begins 8 a.m. June 14, 2022

Full Semester – Evening Classes:	
May 16, 2022 – August 22, 2022	40% liability begins 8 a.m. May 24, 2022

	60% liability begins 8 a.m. May 31, 2022
	80% liability begins 8 a.m. June 7, 2022
	100% liability begins 8 a.m. June 14, 2022
Full Semester – Online Classes:	
May 16, 2022 – August 22, 2022	40% liability begins 8 a.m. May 24, 2022
	60% liability begins 8 a.m. May 31, 2022
	80% liability begins 8 a.m. June 7, 2022
	100% liability begins 8 a.m. June 14, 2022
U.S. & Canadian Education Program – Monday/Tuesday Session:	
May 16, 2022 – August 22, 2022	40% liability begins 8 a.m. May 24, 2022
	60% liability begins 8 a.m. May 31, 2022
	80% liability begins 8 a.m. June 7, 2022
	100% liability begins 8 a.m. June 14, 2022
U.S. & Canadian Education Program – Saturday/Sunday Session:	
May 16, 2022 – August 22, 2022	40% liability begins 8 a.m. May 24, 2022
	60% liability begins 8 a.m. May 31, 2022
	80% liability begins 8 a.m. June 7, 2022
	100% liability begins 8 a.m. June 14, 2022
Session I – Day Classes:	
May 16, 2022 – July 3, 2022	100% liability begins 8 a.m. May 24, 2022
Session I – Evening Classes:	
May 16, 2022 – July 3, 2022	100% liability begins 8 a.m. May 24, 2022
Session I – Online Classes:	
May 16, 2022 – July 3, 2022	100% liability begins 8 a.m. May 24, 2022
Session II – Day Classes:	
July 5, 2022 – August 22, 2022	100% liability begins 8 a.m. May 24, 2022
Session II – Evening Classes:	
July 5, 2022 – August 22, 2022	100% liability begins 8 a.m. July 12, 2022
Session II – Online Classes:	
July 5, 2022 – August 22, 2022	100% liability begins 8 a.m. July 12, 2022

Department of Education Course Fees

Note: These fees go directly to the company for paying for mandate and licensure requirements.

Course	Program	Fee	Code
EDU 577 J: Student Teaching	MSED Elem Ed	\$150	MESIMS
EDU 577 P: Student Teaching	MSED Elem Ed	\$150	MESIMS
EDU 677 I: Student Teaching	MSED Adol Ed	\$150	MESIMS
EDU 677 S: Student Teaching	MSED Adol Ed	\$150	MESIMS
ESP 695: Student Teaching	MSED-SWD 1-6 non cert	\$300	
ESP 696: Student Teaching	MSED-SWD 7-12 non cert	\$300	
LiveText Fee with FEM (New and transfer students) - Fall	MSED	\$40	
LiveText Fee with FEM (New and transfer students) - Spring	MSED	\$20	

Literacy and Students with Disabilities Practicum Cancellation Fee

Registering for a practicum class involves a commitment to families and children. Once registered, graduate students who withdraw from a practicum class will be charged a fee of \$50. This fee must be paid before registering for another practicum class.

Financial Aid

Financial aid is available to Medaille students through a variety of sources. The Financial Aid Office (<https://www.medaille.edu/admissions/financial-aid/>) provides information about the following topics:

- Financial Aid programs (eligibility requirements, selection procedures, and disbursement schedules)
- Satisfactory Academic Progress (p. 1) (SAP)
- rights and responsibilities of students receiving financial aid
- loan repayment
- terms and conditions of student employment
- costs of attending Medaille, and
- the Liability Policy (p. 1) at Medaille.

Students are encouraged to investigate the following funding sources when planning their college finances. Many financial aid options require that students maintain SAP in order to receive financial aid. (See Satisfactory Academic Progress (p. 1) for more information.) A complete list of scholarships and other aid is available here: <http://www.medaille.edu/admissions/financial-aid> (<http://www.medaille.edu/admissions/financial-aid/>).

To calculate financial need, a student must first determine their family contribution by completing the Free Application for Federal Student Aid

(FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa/>)). The Family Contribution is then subtracted from the cost of attendance to determine financial need. Cost of Attendance – Family Contribution = Financial Need

Types of Aid

Grants and Scholarships

Medaille College offers grants and scholarships to full time students. These need and merit dollars are gift aid that does not need to be repaid. A comprehensive list of institutional scholarships and awards are available here: <http://www.medaille.edu/admissions/financial-aid/scholarships-and-grants%23ag> (<http://www.medaille.edu/admissions/financial-aid/scholarships-and-grants%23ag/>).

Loans

Financial aid is available to admitted and accepted Medaille students through a variety of sources. In order to be considered for any of these direct loans, individuals must file the Free Application for Federal Student Aid (FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa/>)).

Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate, and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan. More information about these types of loans can be found here: <http://www.medaille.edu/admissions/financial-aid/undergraduate/loans/unsubsidized-loans> (<http://www.medaille.edu/admissions/financial-aid/undergraduate/loans/unsubsidized-loans/>).

Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. More information about these types of loans can be found here: <http://www.medaille.edu/admissions/financial-aid/undergraduate/loans/federal-parent-loan-undergraduate-students-plus> (<http://www.medaille.edu/admissions/financial-aid/undergraduate/loans/federal-parent-loan-undergraduate-students-plus/>).

Alternative Loans are commonly referred to as private loans, are commercial loans offered by banks and other private lenders to cover the costs of college beyond financial aid. More information about these types of loans can be found here: <http://www.medaille.edu/admissions/financial-aid/undergraduate/loans/alternative-loans> (<http://www.medaille.edu/admissions/financial-aid/undergraduate/loans/alternative-loans/>).

Work-Study Program

The Federal Work-Study (FWS) Program (<https://www2.ed.gov/programs/fws/>) allows students with financial need the opportunity to work in jobs on campus to earn part of their educational expenses. Students must be in good academic standing (2.0 GPA) to receive this award. FWS is awarded on a first-come, first-serve basis.

Other Financial Assistance

Federal Aid to Native Americans

Federal Aid to Native Americans is a grant offered by the U.S. Bureau of Indian Affairs for college study. To be eligible, the applicant must:

1. be at least one-fourth American Indian, Eskimo, or Aleut;
2. be an enrolled member of a tribe, band, or group recognized by the Bureau of Indian Affairs;

3. be enrolled in or accepted for enrollment in an approved college or university pursuing at least a two-year degree; and
4. demonstrate financial need.

An application is necessary for each year of study and must be accompanied by an official needs analysis from the Financial Aid Office. Each first-time applicant is required to submit tribal enrollment certification from the bureau, agency, or tribe, which records enrollment for the tribe.

The student must make satisfactory progress towards a degree and show financial need for grants to be awarded in successive years. Applications from the Bureau of Indian Affairs are available here: <https://www.bia.gov/>.

Specific tribes may also have educational benefits. Please contact the specific tribe for additional information.

Teacher Education Assistance for College and Higher Education (TEACH) Grant

The TEACH Grant is a federally funded program. This grant provides up to \$4,000 a year to students who are completing coursework needed to begin a career in teaching. A student must sign an Agreement to serve as a full-time teacher at certain low-income schools and within certain high-need fields for at least four years. Failure to complete the commitment will result in a conversion of the grant to a loan payable with interest. Apply by submitting the FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa/>). Students must maintain a 3.25 cumulative GPA and SAP to receive this award.

Veterans Tuition Awards (VTA)

Veterans Tuition Awards (<https://www.medaille.edu/admissions/veteran-military-services/>) are awards for full-time study and part-time study for eligible veterans matriculated at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York State.

Eligible students are those who are New York State residents discharged under honorable conditions from the U.S. Armed forces and who are:

- Vietnam Veterans who served in Indochina between February 28, 1961 and May 7, 1975.
- Persian Gulf Veterans who served in the Persian Gulf on or after August 2, 1990.
- Afghanistan Veterans who served in Afghanistan during hostilities on or after September 11, 2001.
- Veterans of the armed forces of the United States who served in hostilities that occurred after February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal or a Marine Corps Expeditionary Medal.

These students must also:

- Establish eligibility by applying to HESC. – complete the New York State Veterans Tuition Award Supplement or contact HESC. Students must then apply for payment each year.
- Be New York State residents.
- Be US Citizens or eligible noncitizens.
- Be matriculated full- or part-time at an undergraduate or graduate degree-granting institution in New York State or in an approved vocational training program in New York State.

<https://apply.medaille.edu/apply/>

- Have applied for the Tuition Assistance Program for all undergraduate or graduate study.
- Have graduated from high school in the United States, earned a GED, or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department.
- Be in good academic standing.
- Be charged at least \$200 tuition per year.
- Not be in default on a student loan guaranteed by HESC or on any repayment of state awards.

Students cannot receive duplicate benefits. Benefits for tuition cannot exceed tuition cost.

Yellow Ribbon Program

Medaille College has voluntarily entered into an agreement with the Veterans Administration (VA) to fund tuition expenses for veterans who exceed the highest public in-state undergraduate tuition rate. Since Medaille College has elected the maximum amount of benefits allowed under this program, students whose tuition is more than the new Post-9/11 GI Bill tuition cap may be covered by the Yellow Ribbon Program agreement between Medaille College and the VA. This will allow **qualifying veterans** to attend Medaille College without incurring expenses related to tuition or fees.

ACCESS-VR (Vocational Rehabilitation)

Benefits are available for students with certain physical or emotional disabilities. Contact the Adult Career and Continuing Education Services-Vocational Rehabilitation here: <http://www.acces.nysed.gov/vr> (<http://www.acces.nysed.gov/vr/>).

Specific tribes may also have educational benefits. Please contact the specific tribe for additional information.

Student Acknowledgement Registration

When a student registers, it is understood that he or she will pay in full all charges assumed on the due date, first day of class. Failure to attend classes does not alter the charges or entitle the student to a tuition refund. Students will not be permitted to receive grades, transcripts, or diploma unless the student account is paid in full.

Overpayment

Credit balances on the student account, due to excess Title IV Federal Financial Aid funds, will be refunded to the student within 14 business days of the student account becoming a credit balance.

Tuition Waiver Review Committee (For Medical Waivers)

A request for a Medical Waiver with no tuition liability, for the current semester, may be requested through the Bursar to the Tuition Waiver Review Committee. This is conditional on the fact that continued attendance by the student is made impossible by reasons of serious illness which, in the opinion of the committee, are clearly beyond the control of the student.

The student must send an email or letter to the Bursar indicating the courses affected for the current semester and explain the medical condition affecting further participation in the courses, as well as providing a doctor's note to the Bursar, explaining the illness and dates of the illness, stating student is unable to participate in classes.

If the Medical Waiver is approved by the committee, the tuition balance, if any, will be forgiven. The student will receive W grades for those courses affected. The student will be notified this is done on a one-time basis.

Return of Title IV Funds Policy Official/Unofficial Withdrawals

If a student is receiving federal student aid (Title IV aid) and completely withdraws (all "W" grades) or receive all non-passing grades ("F", "W") from a course(s) during a semester, federal regulations require schools to return any "unearned" Title IV aid for the period. Instructors will submit a Last Date of Attendance (LDA) or a Last Date of an Academically Related Activity (ARA) to the Registrar's Office with any "F" grade to determine if the "F" is earned. If the "F" is considered to be earned, then no Title IV aid will need to be returned.

In order to earn 100% of the federal student aid, the student must earn at least one passing grade and/or attend through 60% of the academic period in at least one course. If the student fails to earn a passing grade but attended or had an academically-related activity through 60% of the period, the Registrar's office will verify the last date of attendance with the course instructor(s).

The following are examples of approved academically-related activities; an official withdraw of attendance must have been documented by the course instructor.

- Examinations, quizzes, tutorials or lectures
- Computer-assisted instruction
- Completing an academic assignment, paper, or project

In accordance with federal rules, participating in academic counseling or advisement, or logging into an online class without active participation will not be considered an academically-related activity.

The percentage of aid the student has earned is calculated using the student's withdrawal date to determine the percentage of the period completed. For students withdrawing from all courses, the date of withdrawal is the date the student completely withdrew from all courses.

Withdrawal Process

A student must submit notification of intention to withdraw from the College. The College Withdrawal (<https://www.medaille.edu/student-services/registrar/>) form is available on the Registrar's webpage. Failure to provide notice of an official Withdrawal form means the student will be liable for tuition and fees originally incurred (see "Liability Policy (p. 1)").

A student will receive "W" if the Withdrawal form is submitted to the Registrar's Office by the Withdrawal deadline listed in the Academic Calendar (<https://www.medaille.edu/academics/course-catalogs/>). Any student who officially withdraws from the College must reapply through the Admissions Office and is subject to all program requirements and policies in effect at the time of re-admittance.

Returning Service Members may return in the same program, at the same credit hours with the same academic standing. Please call the Office of Admissions or Financial Aid if you are a Service Member returning to Medaille.

Unearned Aid

Any unearned aid must be returned to the federal student aid programs in the following order:

- Direct Unsubsidized Stafford Loan
- Direct Subsidized Stafford Loan
- Direct PLUS Loan (Parent or Graduate/Prof Student)
- Federal Pell Grant
- Federal SEOG
- TEACH Grant

If it is determined that there is unearned aid, then the school must return the unearned funds. Medaille College will bill the individual for any account balance created if required to return financial aid.

Institution's Policy on Return of Unearned TA Funds to the Government Return of Tuition Assistance

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend the school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally approved. To comply with the new Department of Defense (DOD) policy Medaille College will return any unearned funds on a prorated basis through at least 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period with unearned funds returned based upon when a student stops attending.

Satisfactory Academic Progress for Financial Aid Policy

Satisfactory Academic Progress Policy

The receipt of financial aid is a privilege that creates both rights and obligations. The United States Department of Education requires every postsecondary institution receiving Federal funds (Title IV) to have a satisfactory academic progress (SAP) policy that is used to determine eligibility for, and continued receipt, of Federal funds. Title IV federal funds affected by this policy include the Federal College Work-Study program, Federal PLUS Loans, Federal Direct Loans, and Federal TEACH grant. Graduate students must maintain a minimum GPA of 3.00. In addition, students must complete at least 66.7 percent of all courses registered for during the previous academic semester. The completion ratio is measured by dividing total hours earned by total hours attempted. Academic progress is evaluated at the end of each semester. Failure to complete the minimum number of credit hours per academic semester and maintain the minimum GPA will result in the cancellation of all Title IV and Institutional funds. Students whose aid is cancelled are not eligible for additional financial aid until the necessary coursework is completed and the GPA is improved. Students failing SAP requirements will be granted one semester of financial aid probation. Students must make the required improvements after this one semester of probation or further financial aid will be denied. No student may be considered for aid for more than 150 percent of their published program length.

Citations: HEA 484B; Dear Colleague Letter GEN098028 RE: 1998 HEA; CFR 668.22(a), (e), (f), (g), (h), (i); and the 1999-00 Federal Student Financial Aid Handbook, Institutional Eligibility and Participation Section.