I. TUITION AND FEES

Students are assessed Tuition and Fees based on the programs in which they are enrolled. Tuition and Fees are set annually for the period from July 1 to June 30 of each year as approved by the EVMS Board of Visitors. Current tuition rates can be found [http://www.evms.edu/financial-aid/financial-aid-forms-budgets-tuition.html](http://www.evms.edu/financial-aid/financial-aid-forms-budgets-tuition.html). All billing, collection, and refunds of Tuition and Fees are administered by the Office of Financial Services in accordance with this policy. Please note that financial aid and scholarships are processed by the Office of Financial Aid and all questions regarding financial aid should be directed to the Office of Financial Aid.

II. BILLING, PAYMENTS, AND DELINQUENT ACCOUNTS.

A. Billing. Tuition and Fees are billed to student accounts approximately thirty (30) days prior to the start of each semester. Bills for new students are mailed to their official address on record and bills for returning students will be delivered electronically to the students evms.edu email account. Students may also view their current balance due on the “myEVMS” portal at www.myevms.edu; this data is refreshed each Monday. Amounts billed during the calendar year are reported on form 1098-T by Financial Services in accordance with IRS guidelines. Questions about any 1098-T should be directed to Financial Services at (757) 446-6067.

B. Payments.

1. All Tuition and Fees must be paid by the first day of class.

2. Financial aid disbursed for eligible students will be automatically applied to student accounts.

3. Students who will be paying their Tuition and Fees privately may mail their check to EVMS Accounts Receivable P.O. Box 1980 Norfolk, VA 23501 or hand deliver a check to Smith Rogers Hall Suite 307 located at 358 Mowbray Arch Norfolk, VA.

4. EVMS offers a payment plan for students who are not otherwise eligible for financial aid. Payment plans are administered by Financial Services and must be established each term by no later than the tuition deadline.

5. Payments not received by the first day of class or by the due date specified in the payment plan will be considered late and may be subject to a late fee. Late notices for past due balances will be sent to students via EVMS email, but it is the student’s responsibility to ensure that his/her account does not become delinquent.
C. Delinquent Accounts. Accounts are considered delinquent if they remain unpaid for thirty (30) days or more after the first day of class. Students with delinquent accounts will not be permitted to register or attend classes, will be suspended from all academic activities, and will not be able to request or receive transcripts. Further, EVMS reserves the right to assess late fees, accrue interest, pursue collections, and/or take other legal action on delinquent accounts.

III. CREDIT BALANCE REFUNDS

Students eligible to borrow financial aid in excess of Tuition and Fees may be entitled to a credit balance refund. If a credit balance remains on a student account after financial aid is applied to Tuition and Fees, the resulting credit balance will be refunded to the student, by direct deposit, or mailed to their address of record within approximately ten (10) days after a credit balance occurs. Students are responsible for payment of any charges that are added after credit balance refunds are distributed. Questions regarding credit balance refunds should be directed to Accounts Receivable (757) 446-6067.

IV. WITHDRAWAL ACCOUNTING

A. Student Responsibilities. Students who desire to withdraw from EVMS, must complete a Student Withdrawal Request Form, which is available from the EVMS Office of the Registrar or at http://info.evms.edu/registrar_html/documents/enrollmentstudentstatuschangeformrev0305.pdf. The withdrawal date for purposes of calculating any Tuition and Fees owed, refund due, or financial aid earned will be the date the fully completed form is received by the Office of the Registrar, regardless of when the form may have been signed the student. If a student stops attending classes without notifying the program and/or completing a Student Withdrawal Request Form, the withdrawal date will be as determined by EVMS. It is the responsibility of the student to ensure that a Student Withdrawal Request Form is completed in a timely manner.

B. Tuition and Fees Owed to EVMS. Students who withdraw within the first seven (7) calendar days from the start of the academic term will be entitled to a full refund or return of aid, as applicable, for all tuition and fees paid. For all other students, including students who are dismissed from EVMS and students for whom an offer of acceptance is withdrawn for failure to meet or complete EVMS pre-matriculation requirements, the calculation of tuition owed and/or refunded or returned are set forth below.

1. Tuition Owed Calculation. Tuition owed to EVMS by a student who has withdrawn, or is dismissed, is based on the percentage of the academic term that has been completed by the student. To determine the percentage of the academic term that has been completed, Financial Services will divide the number of calendar days the student attended classes by the total number of calendar days in the academic term (less any scheduled breaks of 5
days or more). The percentage of Tuition owed to EVMS will be calculated according to the following schedule:

<table>
<thead>
<tr>
<th>Percentage of Term Completed</th>
<th>Percentage of Tuition Owed to EVMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% (Withdrawal within the first 7 calendar days)</td>
<td>0%*</td>
</tr>
<tr>
<td>8 days – 25%</td>
<td>50%</td>
</tr>
<tr>
<td>26%–50%</td>
<td>75%</td>
</tr>
<tr>
<td>51% to 100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

*Note that any student dismissed within the first 30 days of the term as a result of progress issues from the prior term (i.e. the program’s next regularly scheduled progress committee meeting takes place in the new term) will not be charged or owe tuition, but will also not be eligible for financial aid for the current term.

2. Fees Owed Calculation. Fees owed shall be calculated using the same schedule listed above except for student health insurance, which, if not otherwise waived, is owed at 100%.

C. Refunds/Return of Funds. Refund and financial aid return amounts and to whom they are returned will be based on the following (in order of priority of return):

1. Title IV Financial Aid. The federal government mandates that only Title IV Financial Aid that has been “earned” by a student up to the date of withdrawal or dismissal may be retained. Per federal financial aid regulations, a student is deemed to have earned all financial aid once the student has completed sixty percent of (60%) the academic term. “Unearned” aid must be refunded to the Title IV granting agency by EVMS and could result in a balance due to EVMS if the amount of the Tuition and Fees owed to EVMS is greater than the amount earned by the student. Steps and formulas for calculating Federal Financial Aid earned and any amount due EVMS are as follows:

   a. Tuition and Fees Owed to EVMS = amounts from Section IV (B)(1) and (2)

   b. Percentage of Aid Earned = Number of calendar days the student attended classes ÷ by the total number of calendar days in the academic term (less any scheduled breaks of 5 days or more)

   c. Is the percentage of aid earned ≥ 60%?
### NO

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Title IV funds will be returned to the federal government. All aid is considered earned at 60%*</td>
<td>Percentage of Aid Earned x Financial Aid Awarded for Tuition and Fees = Amount of Federal Financial Aid Earned</td>
</tr>
<tr>
<td></td>
<td>Financial Aid Awarded for Tuition and Fees - Amount of Federal Financial Aid Earned = Amount to be Refunded to Title IV Financial Aid Agency</td>
</tr>
<tr>
<td></td>
<td>Total Owed to EVMS – Amount of Federal Financial Aid Earned = Amount due from student*</td>
</tr>
</tbody>
</table>

*Does not include living expenses refunded to the student. Living expenses must be returned to the federal government pursuant to the terms of the student’s loan agreement or may be paid by the student in a lump sum. Students who wish to return the funds in a lump sum should contact their lender or Financial Services.

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Title IV Financial aid returned by EVMS will be allocated in the following order: Federal Unsubsidized Direct Loan, Federal Subsidized Direct Loan, Federal Perkins Loan, Federal Grad PLUS Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Other Federal Loan or Grant Assistance.

2. **Non-Title IV Financial Aid.** All non-Title IV Financial Aid awarded will be returned to granting agencies based on the following formula:

\[
\text{Tuition and Fees Owed to EVMS – Amount of Federal Financial Aid Earned} = \text{Refund of Awarded Non-Title IV Financial Aid}
\]

All refunds of Awarded non-Title IV Financial aid will be returned to the aid granting agency and, unless mandated otherwise, will be distributed to such agencies in the following order: Primary Care Loans (PCL), Loans for Disadvantaged Students (LDS), Military Scholarships, State Scholarships, Institutional Scholarships and Loans, Alternative Loan Program (ALP).
Under no circumstances will Non-Title IV Financial Aid be refunded to the student. Should the formula above result in a negative refund amount, however, no payment will be due from the student if the non-Title IV Financial Aid was an Institutional Scholarship or Loan. For all other aid programs, the student must consult with the granting agency.

3. *Private Payment Sources.*

   a. Students who paid all of their Tuition and Fees from private sources and did not receive any type of financial aid may receive a refund based on the following formula:

      \[ \text{Tuition and Fees Owed to EVMS} - \text{Amount of Private Payments} = \text{Refund to Student} \]

   b. Students who paid a portion of their Tuition and Fees from private sources may receive a refund based on the following formula:

      \[ \text{Tuition and Fees Owed to EVMS} - \text{Amount of Federal Financial Aid Earned} - \text{Awarded Non-Title IV Financial Aid Refund} = \text{Refund to Student} \]

   c. Refunds owed will be mailed within approximately thirty (30) days of the withdrawal or dismissal date and will be sent to the student’s official address on record.