



American University of the Caribbean
School of Medicine

REGISTRATION FORM

Date _____ / _____ / _____ Date/month/year	Name _____ / _____ / _____ Last first middle	Semester fee applies to (<i>circle</i>) 1 2 3 4 5 6 7 8 9 9.5
Address _____ / _____ / _____ / _____ Street City State Zip Code		
Social Security Number	Birth date	Citizenship
Student Number		

1. Tuition	\$		
2. Professional Liability	\$		
3. Late Fee	\$		
4. Transcript	\$		
5. Other	\$		
TOTAL			Received by:

Do not write below this line

Check Date day/mo/yr	Check Number cc/mo/per cheque	Bank Name, city, state	Amount \$



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REFUND OF TUITION AND FEES *

Students officially withdrawing from the University will be credited for tuition and refundable fees in accordance with the following schedule:

- Before the first day of class: 100%;
- Within the first 10% of the enrollment period: 90%;
- Between the first 10-25% of the enrollment period: 50%; and
- Between the first 25-50% of the enrollment period: 25%.

The school may exclude from any refund, an Administrative Fee of 5% of tuition and refundable Fees, or \$100, whichever is less.

***Students registering for programs offered by the AUC in the State of Florida may cancel their obligation by providing notice of cancellation in writing within three working days of enrollment to receive 100% of tuition and refundable fees. AUC will provide any such refund within 30 days from the date such notice is timely received by the Medical Education Administrative Services, 901 Ponce de Leon Blvd, Suite 700, Coral Gables, FL 33134; fax: (305) 444-6791.**

WITHDRAWALS AND REFUNDS

Students who wish to withdraw from the University are required to obtain a withdrawal card and return it with appropriate signatures of the correct office. Basic Medical Science students should obtain a Withdrawal Card from the Registrar's office in St. Maarten. Clinical students should contact the Registrar in the Coral Gables office at 901 Ponce de Leon Blvd., Suite 700, Coral Gables, FL 33134; phone: (305) 446-0600 ext. 1048; fax (305) 444-6791, to obtain a withdrawal card for signature and return.

RETURN OF TITLE IV FUNDS

Effective October 7, 2000 the law specifies how the University must determine the amount of SFA program assistance that a student earns if he or she withdraws. The University will calculate the amount of Title IV aid that a student has earned based on a payment period. The student will be obligated for any tuition; fees, books or equipment not covered by Title IV funds.

The new law requires that, when a student withdraws during a payment period, the amount of SFA program assistance that he or she has earned up to that point is determined by a specific formula. If the student has received (or your school received it on his or her behalf) less assistance than the amount earned for the payment period, he or she will be able to receive those additional funds. If a student has received more assistance than he or she has earned, the excess funds must be returned.

The amount of assistance that a student has earned is determined on a pro-rata basis. That is, if 30 percent of the payment period has been completed, the student has earned 30 percent of the assistance that he or she was originally scheduled to receive for the payment period. Once a student has completed more than 60 percent of the payment period, he or she will have earned all of the SFA assistance.

If a student receives excess funds that must be returned, the University must return a portion of the excess equal to the lesser of:

- The institutional charges (which are prorated for the payment period) multiplied by the unearned percentage of the funds; or
- The entire amount of the excess funds.

If the school is not required to return all the excess funds, the student must return the remaining amount, even if all of the funds were applied to his or her school account. Any loan funds that the student must return must be repaid in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.