

 <p>THE WARREN ALPERT Medical School BROWN UNIVERSITY</p>	<p>Medical Student Health Services, Personal Counseling, and Financial Aid Services</p>	<p>POLICY: 12-00, includes: Policy No.: 12-02 Policy No.: 12-05</p> <hr/> <p>Effective Dates: May; July 1; September; and November 2019 (see 9.1 below)</p>
---	--	--

1.0 Policy Purpose

The purpose of this policy is to govern effective student services, including health and financial aid, available to medical students of The Warren Alpert Medical School of Brown University (“The Warren Alpert Medical School” or “Medical School”). This policy relates to the following:

- Tuition Refund Policy (Element 2)
- Non-Involvement of Providers of Student Health Services in Student Assessment/Location of Student Health Records (Element 5)

2.0 To Whom the Policy Applies

All Medical School community members.

3.0 Policy Statement

3.1 Tuition Refund Policy (Policy No. 12-02)

Withdrawals and the Return of Title IV Funds

Students must notify the Associate Dean for Medical Education and the Associate Dean for Student Affairs in writing or in person to formally withdraw from the medical school. If the student received financial aid in the form of federal loans, such as the Federal Direct or Perkins Loans, then the student must also notify the Medical School OFA. The student may be required to complete an exit interview and satisfy other requirements as a borrower of federal loans.

When a medical student withdraws from the Medical School, Records and Registration must determine the date of withdrawal, based on the date of the student’s last day of attendance. The Medical School Records and Registration will work with the University Offices of the Registrar and Bursar to adjust tuition and other charges following the institutional withdrawal policy for the medical school. Please note that fees such as the health services fee, activity fee and recreation fee are not refundable once the semester starts. If a student withdraws before the start of the semester, these fees will be refunded. The semester start dates differ for students based on their year of medical school. (See Section XII, subheading “Tuition” of the Medical School Student Handbook.)

Students who receive federal (Title IV) loan funding, such as the Federal Direct or Perkins loans, will be subject to the Title IV Refund Policy which does not necessarily follow the University’s

tuition refund policy. Instead, the medical school must determine the earned and unearned portions of the eligible Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

Up **through the 60% point** in each semester, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. **After the 60% point** in the semester, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. For a student who withdraws after the 60% point-in-time, there are no unearned funds and generally, the student is able to retain the funding already disbursed.

3.2 **Non-Involvement of Providers of Student Health Services in Student Assessment/Location of Student Health Records (Policy No. 12-05)**

Providers of health and psychiatric/psychological services to a medical student will have no involvement in the academic assessment of or in decisions about the promotion of that student. All decisions regarding psychiatric care of medical students are based upon clinical presentation, acuity, bed availability, and insurance constraints. Should a student require psychiatric care at any time during the course of their medical education, the Medical School has an opt-in policy whereby students can choose to stay within one of the Brown-affiliated healthcare systems or opt out. Patients (e.g. students) are actively engaged in all decisions around site of care with an ultimate goal of voluntary care. For students opting in, efforts are made to optimize confidentiality at all clinical sites, including inpatient, outpatient, and the Partial Hospital Program. In the outpatient setting, Student Health Services is engaged and management is determined per their internal protocol. Students admitted for inpatient psychiatric care can opt to stay within the the Medical School-affiliated healthcare systems. For students opting out, arrangements would be made to transfer care sites where there are no rotating the Medical School students. Post-discharge planning is facilitated through the Young Adult Mental Health Program where there are no rotating medical students or faculty who have a teaching role at the Medical School.

4.0 **Definitions**

For the purpose of this policy, the terms below have the following definitions:

- 4.1 **COLE:** Committee on the Learning Environment. This committee affirms the medical school's commitment to shaping a culture of teaching and learning that is rooted in respect for all.
- 4.2 **MCC:** The Medical Curriculum Committee oversees the review of curricular content and integration, and evaluation of the medical education program to ensure continuous oversight of such program.
- 4.3 **OASIS:** Registration and evaluation system designed specifically for medical student information into which student evaluations and grades are submitted electronically. It is also used for student and faculty attestations.
- 4.4 **OFA:** Office of Financial Aid
- 4.5 **OSA:** Office of Student Affairs

5.0 **Responsibilities**

All individuals to whom this policy applies are responsible for becoming familiar with and following this policy. University supervisors are responsible for promoting the understanding of this policy and for taking appropriate steps to help ensure compliance with it.

Responsibilities include the department/office of the subcommittee responsible for the Standard; for Standard 12, this is primarily OSA and OFA.

6.0 **Consequences for Violating this Policy**

Failure to comply with this and related policies is subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with the University, in accordance with applicable (e.g., staff, faculty, student) disciplinary procedures.

Brown's Ethics and Compliance Reporting System allows anonymous and confidential reporting on matters of concern, including privacy issues, through the EthicsPoint platform.

Failure to comply with this policy will be referred to either the COLE executive committee or the Medical Curriculum Committee.

7.0 **Related Information**

The following information complements and supplements this document. The information is intended to help explain this policy and is not an all-inclusive list of policies, procedures, laws and requirements.

7.1 **Related Forms:** N/A

7.2 **Other Related information:**

- Relates to accreditation Standard 12 mandated by the Liaison Committee on Medical Education (LCME), accrediting body for U.S. medical education programs.

8.0 **Policy Owner and Contact(s)**

8.1 **Policy Owners:** Subcommittee Standard Offices related to this policy: OSA, OFA

8.2 **Policy Approved by:** MCC

8.3 **Subject Matter Contact:** Same as 8.1.

9.0 **Policy History**

9.1 **Policy Effective Date:** November 2019 (Policy No. 12-01 and 12-02), May 2019 (Policy No. 12-05), September 2019 (Policy No. 12-08.02), July 2019 (for all other policies herein).

9.2 **Policy Last Reviewed:** March 2020; July 2020 (Policy No. 12-05) by MCC. In June 2021, all policies herein were reviewed and revised against the Student Handbook and any inconsistencies

were corrected. The policies in the Student Handbook were removed in full and instead will be linked to this policy as appropriate.

- 9.3 **Policy Update/Review Summary:** Formatted to comply with the new University Policy template.
- Policy No. 12-05 was approved by MCC on May 14, 2019
 - Policy Nos. 12-08.01 and 12-08.03 were approved by MCC on February 26, 2020
 - Policy Nos. 12-04 and 12-08.02 were approved by MCC on March 18, 2020.
 - Policy No. 12-02 is formulated and approved by Brown University's Bursar Office, and was approved as a formality by the MCC on February 26, 2020.
 - Policy Nos. 12-08.02 and 12-08.03: COVID and environmental impact added to the policy (June 2020).
 - Updated Policy 12-02 in full per Brown University's Bursar Office.
 - Policy 12-04: Added non-health-related reasons for excused absences. The Student Handbook will reference the policy herein (instead of the policy living in both places).
 - Policy 12-05: updated the policy since it was last approved June 7, 2021. Removed reference to Newport Hospital and Roger Williams Medical Center and generalized it.
 - Policy 12-04: updated policy and process for clarity; retitled policy to 'Excused Absence Policy; Student Access to Health Care Services.'
 - Replaced 'AMS' with 'The Warren Alpert Medical School' or 'Medical School' to use the approved shortened names.
 - Remove Policy No. 12-04 for policy reorganization and to comply with the University approval process.
 - Remove Policy Nos. 12-08.01, 12-08.02, 12-08.03 for policy reorganization and to comply with the University approval process.

Key Words: tuition, exposure, health care, needlestick, disease