

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Students

Policy B9530

TOPIC: Cost of Attendance

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Approved: __Signature on File_____

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POLICY

The Burrell College of Osteopathic Medicine shall determine the cost of attendance and the amount of financial aid for which a student may be eligible in accordance with federal regulations and statutes.

RESPONSIBLE OFFICIAL(S):

Director of Financial Aid

DEFINITION(S):

COA is the cost of attendance which is an estimate of a student's educational expenses for a period of academic enrollment.

Tuition is approved annually by the Burrell Board of Trustees. All Burrell students will be assessed tuition based on their full-time enrollment at the medical school. Required learning resources and mandatory curriculum materials are included in the cost of tuition.

Required Student Fees: The College student fees support programs that include, but not limited to, student government, information technology, campus transit, and other sponsored activities. Payment of these fees for enrolled students is mandatory and allows the use of the campus facilities, attendance at events, and special discounts. The student fees are approved annually by the Burrell Board of Trustees.

Required Supplies are the costs of educational resources such as e-books, e-materials, self-directed test prep systems, computer programs, and computer hardware for 4 years.

Room and Board (housing, meals, etc.) these costs include expenses such as housing, meals, etc. -This allowance amount is based on incidentals accrued during an academic year.

- For students who live in housing located on a military base or for which a basic allowance is provided under section 403(b) of title 37, United States Code, shall be an allowance based on the expenses reasonably incurred by such students for board but not for room.

Personal Expenses, Transportation and Additional Supplies These costs represent an allowance amount that includes but is not limited to, local transportation, clothing, personal items, laundry, household purchase, medical co-pays and prescriptions. This estimate is for personal planning purposes only and does not represent a direct cost of attending the university.

PROCEDURES:

1. The College's COA shall be reviewed and updated annually and shall reflect the number of months in the enrollment period.
2. Acceptable educational expenses when determining the COA may include tuition, required student fees, required supplies, room and board, personal expenses, transportation, and additional supplies. The College shall use data from reliable resources such as national publications, region-specific and peer institutional research, and surveys to develop the cost of attendance component values.

3. The College shall designate a student COA through budget assignment in the institutional student information systems when a student is eligible for estimated financial assistance. Student budgets are reviewed and reconciled on an annual basis. These values, in accordance with federal regulations, are designed to cover the basic cost of education at the College, at an average standard of living, and may not cover additional personal costs.
4. Requests for COA adjustments will be reviewed on a case-by-case basis and are subject to the approval by the Director of Financial Aid. Circumstances may exist that qualifies a student for a COA adjustment through the use of professional judgment (refer to Student Policy: B9540 Professional Judgement).
5. Restrictions Expenses Not Covered in compliance with federal regulations must only include education related expenses. Examples of costs that will not be included in the budget are:
 - i. Spousal expenses.
 - ii. Moving or relocation expenses.
 - iii. Vehicle purchase or lease.
 - iv. Consumer debt, such as monthly credit card, vehicle, or student loan payments.
6. During periods of non-enrollment, student loans are not available to cover expenses. They may be borrowed during eligible periods of enrollment only, with no exceptions.
7. The College Office of Financial Aid will not use funds to pay overtime charges for a student who fails to complete his or her academic program within the normal time frame, and for which tuition and fees are normally assessed to all students attempting the same academic workload.

CROSS REFERENCE(S):

College Catalog