

Burrell College of Osteopathic Medicine
Office of Financial Aid
Contact and Additional Information

Director of Financial Aid

Marlene Melendez, EdD, MA
mmelendez@burrell.edu

Associate Director of Financial Aid

Tim Smith, MA
tsmith@burrell.edu

Financial Aid Advisor

Bernice Hernandez, MA
bhernandez@burrell.edu

Registrar

Eric Sandoval
esandoval@burrell.edu

Associate Registrar

Delano Martinez
dmartinez@burrell.edu

Withdrawal and Dismiss Procedures:

It is required that any student who leaves the college for any reason go through the checkout process. Failure to complete the process may cause the college to withhold all records pertaining to the medical student. To complete the process, a student must take the following steps:

1. If withdrawing, submit a letter of resignation to the college Registrar.
2. Obtain the college Student Checkout Form from the Office of the Registrar.
3. Complete an exit interview with a representative from each the following offices:
 1. Registrar
 2. Financial Aid
 3. Office of Finance
 4. Library Resources
 5. Information Systems
 6. Security
4. Sign, date and return the completed form Student Checkout Form to the Registrar.

Tuition Refund Policy- https://burrell.edu/wp-content/uploads/2023/01/B9510_Tuition-Refund-1.pdf