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

Director of Financial Aid Marlene Melendez, EdD, MA <u>mmelendez@burrell.edu</u>

Associate Director of Financial Aid Tim Smith, MA tsmith@burrell.edu

Financial Aid Advisor Leyla Porras, BA lporras@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**-<u>https://burrell.edu/policy-b9510/</u>

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