

**Current Status:** *Active*



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**Last Approved:** 07/2019  
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**Owner:** Sierra Quarnstrom:  
DIETETIC INTERNSHIP  
PROGRAM MANAGER  
**Area:** Clinical Nutrition Services  
**Regulatory Tag:**  
**Applicability:** *CentraCare - Saint Cloud  
Hospital*

## Withdrawal and Refund of Fees

### PURPOSE

To provide withdrawal and refund guidelines to assure consistency, clarity and utility of practices throughout the dietetic internship.

### CentraCare adopts the following Policy/Procedure for:

St. Cloud Hospital

### POLICY

- A. Interns will sign an agreement indicating their understanding of tuition payment due dates and their freedom to withdraw from the program at any time, although they only will receive refund of payment if the notice is received by October 1<sup>st</sup> of the internship start year.

### PROCEDURES

- A. Interns are provided an Intern Agreement within two weeks of acceptance notification.
- B. Interns will acknowledge, in writing, their understanding of this agreement by June 1<sup>st</sup> of the year of the internship start.
- C. Once dietetic interns are accepted into the St. Cloud Hospital Dietetic Internship Program, the first payment is due by June 1<sup>st</sup> of that year and the remainder of the program fee in its entirety is due on October 1<sup>st</sup> of that year.
- D. Once accepted into the St. Cloud Hospital Dietetic Internship program, a student may withdraw their interest at any time by notifying the Program Director or Program Manager, in writing, of their decision to withdraw.
- E. Fees are nonrefundable after October 1<sup>st</sup> of the year of the internship start.
- F. All CentraCare property must be returned within 48 hours of withdrawal notification. Failure to do so will result in a fee charged for the property not returned.

### REFERENCE CITATIONS

### APPROVING COMMITTEE(S)

SCH DI Work Group

**Attachments:**

**Approval Signatures**

**Approver**

**Date**

Sierra Quarnstrom: DIETETIC INTERNSHIP PROGRAM MANAGER 07/2019

**Applicability**

CentraCare - St. Cloud Hospital