



## **Institute for International Medicine Cancellation, Deferral, & Refund Policy**

- I. **Student's Right to Cancel:** A student may cancel this transaction, without any penalty or obligation, within three (3) business days (excluding weekends and holidays) from the date specified on the enrollment agreement or course registration receipt. A student's notification of cancellation must be conveyed to the institution via the Withdrawal Request Online Form (located in Populi > Forms). Refunds resulting from a cancellation will be issued within 30 days of notice of cancellation. A student requesting cancellation more than 3 business days after signing an enrollment agreement is subject to the applicable refund formula stated in the following section.
  
- II. **Refund Policy for Withdrawal:** You may choose to defer a course enrollment to a future course date. If you do not defer to a future course date, you may withdraw from currently enrolled courses at any time and receive the following refund rates:

### Application Refund Policy

100% refund	1st day – 3rd day*
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\* Day one = date online application form is submitted registration receipt. “Day” refers to a business day and excludes weekends and holidays.

### 8-Week Course Refund Policy

100% refund	1st day – 3rd day*
75% refund	4th day to day before course starts
50% refund	1st week of course
30% refund	2nd week of course
20% refund	3rd week of course
10% refund	4th week of course
No refund	Following 4th week of course

\* Day one = date enrollment agreement is signed or date on course registration receipt. “Day” refers to a business day and excludes weekends and holidays.

### 4-Week Service-Learning Refund Policy

100% refund	1st day – 3rd day*
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50% refund	4th day to day before course starts
25% refund	1st week of course
10% refund	2nd week of course
No refund	Following 2nd week of course

\* Day one = date enrollment agreement is signed or date on course registration receipt. "Day" refers to a business day and excludes weekends and holidays.

#### Professional Qualification Courses and Continuing Education Refund Policy

100% refund	1st day – 3rd day*
No refund	If any course materials have been accessed.

\* Day one = date enrollment agreement is signed or date on course registration receipt. "Day" refers to a business day and excludes weekends and holidays.

No refunds outside the stated policy are guaranteed. Students may request refunds due to mitigating circumstances. INMED will review these situations on a case-by-case basis.

- III. Procedure for Withdrawing from A Course / Requesting a Refund
  1. Submit Withdrawal Request Online Form
  2. Select Refund or Deferral Option
    - a. If Refund Request is approved, refund will be issued within 30 days
    - b. If Refund Request is denied, student will be notified by the Institute.
    - c. If Deferral Option is selected, learner will qualify to re-schedule for a future participation date.
  
- IV. Procedure for Withdrawing from A Program
  1. Set a meeting with designated advisor (MIH) or service-learning manager (diploma) to discuss withdrawal.
  2. Submit Withdrawal Request Online Form
  3. Select the Program Accepted Into
  4. Select Deferral, Complete Withdrawal, or Switch Program Option
    - a. If Deferral is chosen, specify the length of deferred time. Please note that the MIH must be completed within 4 years of acceptance date.



- b. If Complete Withdrawal is chosen, student will be removed from the program. Student must reapply and repay tuition to their program if they want to continue at a later time.
  - c. If Switch Program is chosen, learner will be moved to the new program and the Institute will notify the learner of change. Student must reapply and repay tuition to the original program if they want to continue at a later time.
5. Student receives acknowledgement of withdrawal from INMED.

#### V. Dismissal From University

Students dismissed from courses and programs due to misconduct (ie: harassment) are not entitled to a deferral or refund of course tuition paid.

#### VI. Definition Of Terms

**8-Week Courses** – refers to the Graduate Certificate in International Medicine & Public Health, Graduate Certificate in International Nursing & Public Health, Graduate Certificate in International Public Health, and all 8-week general academic credit courses

**Application** – refers to the Master's Degree in International Health Application and the Diploma Program Application

**Continuing Education Courses** – refers to the Professional Qualification Course in Ultrasound for Primary Care, Professional Qualification Course in Obstetrics Ultrasound, Professional Qualification Course in Helping Babies Breathe, Professional Qualification Course in Essential Care for Every Baby and Small Babies, Professional Qualification Course in Helping Mothers Survive, Professional Qualification Course in Hands-On Skills for Low-Resource Healthcare, and all Short Self-Paced Courses

**Deferrals** – student's registration is transferred to a future date and are still be enrolled in a program

**Refunds** – student is refunded (or partially refunded) money paid for a course, but may still be enrolled in program

**Programs** – refers to the Professional Master's Degree in International Health, Graduate Diploma Program in International Medicine and Public



Health, Graduate Diploma Program in International Nursing and Public Health, Graduate Diploma Program in International Public Health

Withdrawal from a course – student is withdrawn from a currently enrolled course but remains enrolled in a program

Withdrawal from the university/program – student is withdrawn from all programs and courses