



**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) calendar days 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 [online form \(https://www.jotform.com/build/213076862987167\)](https://www.jotform.com/build/213076862987167). Refunds resulting from a cancellation will be issued within 30 days of notice of cancellation. A student requesting cancellation more than 3 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:

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

Service-Learning Refund Policy

100% refund – 1st day – 3rd day*



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

Professional Qualification Course Refund Policy

100% refund: 1st day – 3rd day*

75% refund: Student has completed any portion of the online section of the course

50% refund: Student has completed the entire online section of the course and requests refund more than 1 day prior to the start of the in-person section

No refund: Student has completed the entire online section of the course and requests refund less than 1 day prior to the start of the in-person section

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 Program or 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 University.
 - c. If Deferral Option is selected, learner will qualify to re-schedule for a future participation date



IV. 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.

V. Definition Of Terms

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

Courses – refers to all academic credit courses

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

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

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