CIM Withdrawal and Refund Policies

When withdrawal from a CIM program is necessary for a legitimate reason, the student must fill out this cancellation form in order to receive a refund. Refunds will be given according to the following schedule. CIM follows the University of Maryland refund policy below.

• 100% refund for classes canceled prior to the first day of a course.
• 100% refund for test registration canceled prior to the test date.
• 80% refund for withdrawals processed within 14 calendar days from the first day of a course.
• 60% refund for withdrawals processed within 21 calendar days from the first day of a course.
• 40% refund for withdrawals processed within 28 calendar days from the first day of a course.
• 20% refund for withdrawals processed within 35 calendar days from the first day of a course.
• No refund is granted for withdrawals processed after 35 calendar days from the first day of a course.

Name of person requesting refund / cancellation: _________________________________________
Affiliation: _______________________________________________________________________
Reason for refund / cancellation: ______________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Mailing Address: ________________________________________________________________
Tel: ___________________________ E-mail: ________________________________

Signature of person making request ___________________________ Date ________________

Request Approved by: ___________________________ Date ________________

CIM Director or designee ___________________________ Date ________________