



UNIVERSITY OF MARYLAND

CONFUCIUS INSTITUTE AT THE UNIVERSITY OF MARYLAND

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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:

CIM Director or designee

Date