

## SPRING 2012 CONSERVATORY PAYMENT POLICIES & PROCEDURES

**Tuition and fees are payable in full by January 3, one week prior to the beginning of the Spring semester. Payments may be made the following ways:**

**Check or Money Order** - All payments must be in US funds and made payable to CIM. Please mail in the enclosed envelope to: CIM, P.O. Box 74695, Cleveland, Ohio 44194. Always include the student account number on payments and/or correspondence to assure proper credit. Do not predate or postdate checks. Payments are deposited on the date they are received.

**CIM Monthly Payment Plan** – There is a \$25.00 fee to enroll interest-free in our 4-month plan. The first payment of \$25 plus ¼ of your balance is due by January 3<sup>rd</sup>. Plans **cannot** be adjusted once they are set up. Overpayments will be refunded at the end of the term. Any additional amounts due are payable upon receipt of a statement. CIM reserves the right to terminate any account for non-compliance with payment deadlines whereby the unpaid balance for the semester becomes due and payable to CIM immediately.

**Wire Transfers of Funds** – Direct the transfer to: KeyBank, Cleveland, OH USA. ABA/Routing # 041001039 for credit to CIM account # 0034556. SWIFT Code – KEYBUS33. Include student name and ID#. Key Bank address 127 Public Square Cleveland Ohio 44114

**Credit cards may not be used for tuition payments.**

\*\* If you would like to apply for a PLUS Loan or Alternative Student Loan to pay for your balance, please contact the Financial Aid office at 216-795-3192. PLUS and Alternative loan information is available in the “forms” section of the CIM website at [www.cim.edu/col/colFinAid.php](http://www.cim.edu/col/colFinAid.php).

**All payments, payment plan contracts, and/or loan paperwork must be completed before you can receive your student ID validation sticker needed to complete registration and begin classes. If at any time tuition and fees are not paid in a timely manner, the student will be financially separated (withdrawn) from CIM.**

Before pending outside scholarships are applied to your tuition costs, you must provide CIM with acceptable written documentation of the award from the paying agency. Outside scholarships are applied ½ to each semester.

As the student is ultimately responsible for all financial commitments to CIM, tuition bills (and refunds) are always addressed to the student. It is the student’s responsibility to forward billing information to third parties, if needed.

FERPA regulations require us to have written consent from the student before we may discuss financial information about the student to anyone, including parents. Forms are available online at [www.cim.edu](http://www.cim.edu) or in the Registrar’s Office.

**Please note that loan proceed refund checks, if applicable, will not be ready before February 10, assuming all paperwork, signed promissory notes, etc. are completed.**

If you have any questions, please contact the Business Office at 216-791-5000 ext. 235.

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### Other Information

Please review your statement in regards to the health insurance and current meal plan.

If you completed a Medical Plan Waiver Form at the beginning of the year and waived the insurance for both fall and spring semester, your account has already been credited. If your account does not have a credit listed and you need to waive the insurance, return the Medical Plan Waiver Form to Associate Dean of Student Affairs, David Gilson’s Office at CIM (not CWRU). Completion of a waiver does not waive the Health Service Fee of \$198.00 - it is a mandatory fee to all students for access to the University Health Service on campus. For questions about what is covered by either fee, please contact the CWRU Health Service at 216-368-2450 or visit their web page at: <http://studentaffairs.case.edu/medicalplan/student/coverage.html>. If you waive the CWRU insurance, please be sure to have your insurance card with you and keep it with you at all times in case of an emergency.

If you would like to change your meal plan please contact the Associate Dean of Student Affairs, David Gilson as soon as possible so that change can be made in the system prior to your arrival on campus in January.