



## Conservatory Refund Policy 2020-2021

As of the first day of classes, but before the end of the semester, if a student takes a Leave of Absence or Withdraws for any reason, the following policy dictates how tuition, fees and any institutional financial aid is adjusted, if at all, on the student's billing statement for that term.

### How Withdrawal Date is Determined

The official withdrawal date is determined by the CIM Registrar ([registrar@cim.edu](mailto:registrar@cim.edu)).

- **Official Withdrawal:** The student begins the CIM withdrawal process, or the student otherwise provides official notification to CIM of intent to withdraw. CIM requests the student submit the Withdrawal Form or Leave of Absence Form, as applicable. These forms are available from the Registrar's Office.

The Withdrawal Date will be the date the student begins the withdrawal process, or the date that the student otherwise provides the notification (if both circumstances occur, the **earlier** is used as the withdrawal date). \*

The Date of CIM's Determination the Student has Withdrawn is the student's withdrawal date or the date of the notification, whichever is **later**.

- **Unofficial Withdrawal:** If official notification is not provided by the student due to circumstances beyond the student's control, OR all other instances where the student withdraws without providing official notification.

The Withdrawal Date is the date that CIM determines is related to the circumstance beyond the student's control. For all other instances, it is the midpoint of the payment period. \*

The Date of CIM's Determination the Student has Withdrawn is date that CIM has become aware that the student has ceased attendance.

If, at the end of a semester, a student has earned zero credits, CIM will attempt to verify if the student attended any class(s) or not. If no date of attendance may be documented, CIM must assume the student never attended.

*\*In place of the Withdrawal Date determinations listed above, CIM may always use the student's last date of attendance at an academically related activity if the school documents that the activity is academically related and that the student attended the activity.*

When a student completely withdraws from school during the Fall or Spring semester, the tuition\* is refunded based upon a percentage of the semester's total tuition. The amount is prorated per week per the schedule below. There is no refund of the tuition as of September 28 for Fall 2020 or February 15 for Spring 2021. CIM Scholarship, as applicable, also has the same percentage per week formula:



| FALL 2020           |                   | SPRING 2021                |                               |
|---------------------|-------------------|----------------------------|-------------------------------|
| Withdrawal Date     | Withdrawal Date   | Tuition Fee*<br>% Refunded | CIM Scholarship<br>% Canceled |
| Aug. 10 – Aug. 30   | Jan. 11 - Jan. 17 | 100%**                     | 100%                          |
| Aug. 31 - Sept. 6   | Jan. 18 - Jan. 24 | 80%                        | 80%                           |
| Sept. 7 - Sept. 13  | Jan. 25 – Jan. 31 | 70%                        | 70%                           |
| Sept. 14 - Sept. 20 | Feb. 1 - Feb. 7   | 60%                        | 60%                           |
| Sept. 21 – Sept. 27 | Feb. 8 - Feb. 14  | 50%                        | 50%                           |
| Sept. 28 or later   | Feb. 15 or later  | 0%                         | 0%                            |

**\*Fees applicable to the above refund policy refer only to these specific line items:**

- Full-Time or Part-Time Tuition  
*\*\*if any private lessons were received, they will be billed on a per-case basis, regardless of date of withdrawal at the rate of \$250 per lesson.*
- Double Major Surcharge
- Dual Degree Surcharge
- Secondary Study Surcharge
- Over 18 Credit Hour Surcharge
- Accompanying Fee
- Health Service Fee

**Fees that are non-refundable as of August 31 in fall or January 18 for spring are:**

- Comprehensive Fee
- Health Insurance (waiver may be applied up to the published waiver deadline)
- On Campus Housing Fee
- Summer Session Tuition (pertains to first day of summer term)
- Any other miscellaneous charges or late fees

**The CASE meal plan** is pro-rated on a daily basis and is calculated according to the official withdrawal/leave of absence date, or the last day of activity on the meal plan, whichever is later. No refunds are offered after the 10th week of the semester. For students with CaseCash, the amount refunded includes the daily pro-rated amount of the meal plan plus all remaining CaseCash.

**Orientation Fees are non-refundable** as of the first day of scheduled orientation. Orientation begins August 10. As participation is mandatory for all students starting (or transferring into) a new program, this fee is non-refundable unless a written withdrawal or LOA petition (if applicable) is received at CIM prior to the first date of orientation. Understand that Graduate orientation is required for prior CIM students starting a new program as well as first time students.



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**Federal Student Aid** has a completely separate policy regarding withdrawals from study, as is governed by the Department of Education. The **Return to Title IV Policy** is found [here](#).