



Conservatory Refund Policy 2023-2024

As of the first day of classes, but before the end of the semester, if a student takes a Leave of Absence or Withdraws from all courses 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.

Federal Student Aid has a separate policy regarding withdrawals from study, as is governed by Department of Education regulations. The **CIM 2023-2024 Return to Title IV Policy** is found [here](#).

How Withdrawal Date is Determined

The official withdrawal date is determined by the CIM Registrar (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The *Date of CIM's Determination the Student has Withdrawn* is the student's withdrawal date or the date of the notification, whichever is **later**.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The *Date of CIM's Determination the Student has Withdrawn* is date that CIM has become aware that the student has ceased attendance.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 can document such activity.*



When a student completely withdraws from all enrolled courses 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 October 2 for Fall 2023 or February 19 for Spring 2024. CIM Scholarship, as applicable, also has the same percentage per week formula:

FALL 2023	SPRING 2024		
Withdrawal Date	Withdrawal Date	Tuition Fee* % Refunded	CIM Scholarship % Canceled
AUG 28 - SEP 3	JAN 16- JAN 21	100%**	100%
SEP 4 - SEP 10	JAN 22 - JAN 28	80%	80%
SEP 11- SEP 17	JAN 19 - FEB 4	70%	70%
SEP 18 - SEP 24	FEB 5 - FEB 11	60%	60%
SEP 25 - OCT 1	FEB 12 - FEB 18	50%	50%
OCT 2 or later	FEB 19 or later	0%	0%

***Fees applicable to the above refund policy include only 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
- CWRU Excess Credits Surcharge
- Performance Service Fee

Fees that are non-refundable as of September 4, 2023 for fall or January 22, 2024 for spring are:

- Student Service Fee
- Health Service Fee (CWRU)
- CIM Wellness Fee
- Health Insurance (waiver may be applied up to the published waiver deadline)
- Any other miscellaneous charges or late fees

Summer Session Tuition 2024 is fully non-refundable as of first day of Summer Term, June 3, 2024.

On Campus Housing at 1609 Hazel is non-refundable per the first day of the applicable semester.

The CASE meal plan is prorated 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 21. As participation is mandatory for all students starting (or transferring into) a new program, this fee is non-refundable unless a written withdrawal or deferral 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.

If there are any adjustments to the semester term dates, the above schedule will be updated as applicable.

Tuition Insurance

Considering the potential billing and aid adjustments that may occur (both CIM and/or Federal, as applicable), we urge students to research and consider purchasing **tuition insurance**, which may be very useful in the case of unexpected mid-semester withdrawals or leaves of absence, per both this CIM refund Policy and the Return to Title IV Policy.