

## Center for International Medical Education

### Cancellation and Refund Policy

#### International Physician Observership Program

The tuition for the program is \$500. A \$200 non-refundable and non-transferable processing fee, which will be applied toward the tuition, will be charged for all applications. Upon acceptance to the program, the remaining processing fee balance of \$300 will be due to hold the visitor's place.

➤ **No Refund:**

- a. No show – Visitor does not show up to orientation without informing the Center for International Medical Education (CIME) office in advance
- b. Terminated visit by the Cleveland Clinic host physician/department while the visitor is visiting because of inappropriate visitor conduct/policy violations
- c. While the visitor is visiting, visitor suspends participation in the program for personal/family issues or health reasons after one week (5 business days) in the program

➤ **\$300 Refund:**

- a. Visitor cannot travel due to visa issues, denial of entry at the US port of entry, personal/family issues, health issues and informs the CIME office in advance and/or on the orientation day with a legitimate reasons mentioned above and requests refund
- b. If hosting physician and/or hosting department will not be available during the scheduled timeframe or within the period the visitor applied for, and the visitor has been offered the possibility of a reschedule in the near future which the visitor declines. **If hosting physician and/or hosting department offers the possibility of rescheduling outside of the observership period the visitor originally applied for and the visitor declines, a full refund is due.**
- c. While the visitor is visiting, visitor suspends participation in the program for personal/family issues or health issues before completing one week (5 business days) in the program

## International Physician Preceptorship Program

The tuition for the program varies according to the length of the visit. A \$200 non-refundable and non-transferable processing fee, which will be applied toward the tuition, will be charged for all applications. Upon acceptance to the program, the tuition balance that corresponds will be due to hold the visitor's place.

➤ **No Refund:**

- a. No show – Visitor does not show up to orientation without informing CIME office in advance
- b. Terminated visit by the Cleveland Clinic host physician/department while the visitor is visiting because of inappropriate visitor conduct/policy violations

➤ **Balance Refund:**

### Balance due visitor after deducting \$200 non-refundable processing fee

	One Week	Two Weeks	Three Weeks	One Month	Five Weeks	Six Weeks	Seven Weeks	Two Months
Residents/Fellows*	\$1,050	\$1,300	\$1,800	\$2,300	\$3,550	\$3,800	\$4,300	\$4,800
Fully Trained Physicians	\$1,800	\$2,300	\$2,800	\$3,300	\$5,300	\$5,800	\$6,300	\$6,800

- a. Visitor cannot travel due to visa issues, denial of entry at the US port of entry, personal/family issues, health issues and informs the CIME office in advance and/or on the orientation day with a legitimate reasons mentioned above and requests refund
- b. If hosting physician and/or hosting department will not be available during the scheduled timeframe or within the period the visitor applied for, and the visitor has been offered the possibility of a rescheduled in the near future which the visitor declines.
- c. **If hosting physician and/or hosting department offers the possibility of rescheduling outside of the observership period the visitor originally applied for and the visitor declines, a full refund is due.**
- d. While the visitor is visiting, visitor suspends participation in the program for personal/family issues or health issues and the visitor completed the visit for one week (5 business days), the refund will be calculated based on the weeks remaining in the program