

Continuing Medical Education

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COLLEGE
OF MEDICINE

Refund Policy

Policy

The CME Office will charge College departments/centers and outside organizations for CME sponsorship services per the current Fee Schedule. No refunds will be issued once services are provided.

- Application processing fees, where applicable, are due when applications are submitted.
- Rush fees and sponsorship fees are due when sponsorship is provided.
- Additional fees, such as review and consulting fees, are due when services are performed.

The CME Office will charge individuals for supplying CME certificates and transcripts per the current fee schedule. No refunds will be issued once the certificate or transcript has been issued.

Exception for Live Event Cancellation

In the event a sponsored live event is cancelled prior to the date of the event, the applicant will owe a 50% rush and sponsorship cancellation fee, in addition to any other required fees. If fees have been paid prior to cancellation, the CME Office will refund 50% of collected rush and sponsorship fees.