

## Continuing Medical Education

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COLLEGE  
OF MEDICINE

## Refund Policy

The Office of CME is a fee-for-service office of the University of Arizona College of Medicine - Tucson. We charge all UA College of Medicine departments/centers and other internal/external departments and organizations to:

- accept and process applications for the providership of CME,
- review and approve CME applications,
- provide guidance regarding CME event management and documentation, and
- collect and report participant and evaluation data to our accrediting body, the Accreditation Council for Continuing Medical Education.

According to our Fee schedule, we invoice for all applicable fees immediately upon approving events for CME providership. If, for whatever reason, we are unable to approve providership of CME for your event, we will not invoice you for any work already completed on that application.

### **Policy for Instances of Event Cancellation**

In the event that you decide to cancel a CME event that we have already approved for CME, you will still owe 50% of all applicable fees, according to our public Fee schedule. If you have already paid fees prior to cancelling your event, we will refund 50% of any applicable fees collected.

### **Policy for Fees Unrelated to CME Applications**

The Office of CME also charges fees for work unrelated to processing CME applications. For example, auditing CME activities for ACCME compliance, contracting UA faculty to review presentations for conflicts of interest, and providing CME certificates to any attendees of your events who request those certificates directly from our office. These are all rare occurrences. These fees will be invoiced separately from the fees we charge for the processing and management of CME providership. Due to the nature of these services, we will not issue refunds for any reason after they have been provided.