



Institute for  
International Medicine  
2340 E. Meyer Blvd.,  
Building 1, Suite #338  
Kansas City, MO 64132

# Institute for International Medicine Enrollment Agreement

Please complete the form below.

## INMED Learner

**Full Name** Matthew Finley  
**Date of Birth** Thursday, November 13, 1997  
**Email Address** finleymatt23@gmail.com **Phone Number** (620) 794-2269

## Program

**Program Accepted Into** Graduate Diploma in International Medicine & Public Health (DIMPH)

**Beginning Date of Program** Sunday, July 28, 2024

## Program Information

Learners in the Graduate Diploma in International Medicine & Public Health are **required** to complete **two** educational components.

### 1) GRADUATE CERTIFICATE IN INTERNATIONAL MEDICINE & PUBLIC HEALTH

Each INMED Graduate Diploma in International Medicine & Public Health participant must successfully complete the INMED Professional Certificate in International Medicine & Public Health.

### 2) INTERNATIONAL SERVICE LEARNING

The second component of the INMED Graduate Diploma in International Medicine & Public Health is a service-learning experience.

Learners serve a minimum of four weeks\* at an INMED International Medicine Training Site or an approved equivalent training site where they are supervised by experienced INMED faculty. Responsibilities vary from site to site, and may include inpatient care, outpatient clinic, procedures, obstetrics, night duty, and participation in research, public health, and primary care activities.

OR:

“Service-Learning via Equivalency”: INMED endeavors to recognize excellent international medicine service-learning experiences provided by other institutions towards qualification for an INMED Professional Diploma.

\*International Service-Learning is ideally at least four weeks in duration. This length of time significantly increases the likelihood that the learner will experience a substantial growth opportunity. However, INMED realizes that some learners have professional commitments that preclude them from being absent for four weeks. Therefore, INMED offers an exception to the four-week requirement. If accepted into the International Service-Learning Reduced Duration Pathway, the requirement is reduced to at least two weeks on location followed by composing a quality improvement project.

## Graduate Diploma in International Medicine & Public Health – DIMPH

## Length of Program

Total Length of Program: 12 Weeks

1) Graduate Certificate in International Medicine & Public Health

8 Weeks of Virtual Content

Required Weekly Virtual Classroom

Final Exam

2) Service Learning

4 Weeks at an INMED International Medicine Training Site or an approved equivalent training site

## Total Tuition and Fee Costs

Total Cost of Program: \$2425 *plus additional expenses for service learning*

1) Graduate Certificate in International Medicine & Public Health

Non-Credit Hour: \$1475

Course tuition includes registration to course, course materials, textbook, and certification upon successful completion of the course.

Included Textbook: INMED International Medicine & Public Health

Author: Nicholas Comninellis, MD, MPH

Publisher: Institute for International Medicine, 2012

400 pages

2) Service Learning

Application Fee: \$100

Enrollment Fee: \$850

Service-Learning fee covers the cost of one's international medical liability insurance policy (that protect learners from healthcare litigation abroad), the cost of an international travel and evacuation insurance policy (for personal health crises), and for the uniquely challenging logistics of arranging of international service-learning in low-resource communities.

Other expenses associated with Diploma training normally include airfare, passport, visa, vaccinations, and housing and meals at the international site. These travel expenses are usually on the order of \$3000 – \$4000. INMED can provide Training Site specific estimates. Participants are responsible for all fees.

## **Cancellation, Deferral, & Refund Policy**

Accepted

I. Student's Right to Cancel: A student may cancel this transaction, without any penalty or obligation, within three (3) calendar days from the date specified on the enrollment agreement or course registration receipt. A student's notification of cancellation must be conveyed to the institution via online form (<https://www.jotform.com/build/213076862987167>). Refunds resulting from a cancellation will be issued within 30 days of notice of cancellation. A student requesting cancellation more than 3 days after signing an enrollment agreement is subject to the applicable refund formula stated in the following section.

II. Refund Policy for Withdrawal: You may choose to defer a course enrollment to a future course date. If you do not defer to a future course date, you may withdraw from currently enrolled courses at any time and receive the following refund rates:

Application Refund Policy

100% refund: 1st day – 3rd day\*

\* Day one = date online application form is submitted  
registration receipt. "Day" refers to a business day and excludes weekends and holidays.

8-Week Course Refund Policy

100% refund: 1st day – 3rd day\*

75% refund: 4th day to day before course starts

50% refund: 1st week of course

30% refund: 2nd week of course

20% refund: 3rd week of course

10% refund: 4th week of course  
No refund: following 4th week of course

\* Day one = date enrollment agreement is signed or date on course registration receipt. "Day" refers to a business day and excludes weekends and holidays.

#### 4-Week Service-Learning Refund Policy

100% refund: 1st day – 3rd day\*  
50% refund: 4th day to day before course starts  
25% refund: 1st week of course  
10% refund: 2nd week of course  
No refund: following 2nd week of course

\* Day one = date enrollment agreement is signed or date on course registration receipt. "Day" refers to a business day and excludes weekends and holidays.

#### Professional Qualification Courses and Continuing Education Refund Policy

100% refund: 1st day – 3rd day\*  
No refund: If any course materials have been accessed.

\* Day one = date enrollment agreement is signed or date on course registration receipt. "Day" refers to a business day and excludes weekends and holidays.

No refunds outside the stated policy are guaranteed. Students may request refunds due to mitigating circumstances. INMED will review these situations on a case-by-case basis.

### III. Procedure for Withdrawing from A Program or Course / Requesting a Refund

1. Submit Withdrawal Request Online Form
2. Select Refund or Deferral Option
  - a. If Refund Request is approved, refund will be issued within 30 days
  - b. If Refund Request is denied, student will be notified by the University.
  - c. If Deferral Option is selected, learner will qualify to re-schedule for a future participation date

### IV. Dismissal From University

Students dismissed from courses and programs due to misconduct (ie: harassment) are not entitled to a deferral or refund of course tuition paid.

### V. Definition Of Terms

8-Week Courses – refers to the Professional Certificate in International Medicine & Public Health, Professional Certificate in International Nursing & Public Health, Professional Certificate in International Public Health, and all 8-week general academic credit courses

Application – refers to the Master's Degree in International Health Application and the Diploma Program Application

Continuing Education Courses – refers to the Professional Qualification Course in Ultrasound for Primary Care, Professional Qualification Course in Obstetrics Ultrasound, Professional Qualification Course in Helping Babies Breathe, Professional Qualification Course in Essential Care for Every Baby and Small Babies, Professional Qualification Course in Helping Mothers Survive, Professional Qualification Course in Hands-On Skills for Low-Resource Healthcare, and all Short Self-Paced Courses

Programs – refers to the Professional Master's Degree in International Health, Professional Diploma Program in International Medicine and Public Health, Professional Diploma Program in International Nursing and Public Health, Professional Diploma Program in International Public Health

Courses – refers to all academic credit courses

Refunds – student is refunded (or partially refunded) money paid for a course, but may still be enrolled in program

Deferrals – student’s registration is transferred to a future date and are still be enrolled in a program

Withdrawal from a course – student is withdrawn from a currently enrolled course but remains enrolled in a program

Withdrawal from the university/program – student is withdrawn from all programs and courses

Payment is due at the time of registrtrion for all courses and programs. Please note that tuition and fees are subject to change.

For a copy of the Institute for International Medicine Cancellation, Deferral, & Refund Policy, please click [here](#).

## INMED Learner Signature

**Full Name**

Matthew Finley

**Sign Here**



**Date**

Monday, May 20, 2024

## INMED Representative

Nicholas Comninells

**Date**

Monday, May 20, 2024



By clicking submit, I agree that both parties have legally signed and are bound to this agreement.