



Pittsburgh Institute of Mortuary Science

www.pims.edu

June 5, 2020

REFUND AND WITHDRAWAL POLICY UPDATE

Dear PIMS Students,

This correspondence addresses a temporary change in the Pittsburgh Institute of Mortuary Science Withdrawal and Refund Policy. Due to the evolving situation regarding the COVID-19 pandemic, students who need to withdraw from the program because of **specific issues related to COVID-19** will be refunded a prorated amount based on their last day of attendance in the term. This temporary policy change will be in effect throughout December 31, 2020 unless otherwise advised. Withdrawals unrelated to the COVID-19 will be refunded per the current policy of the Institute stated in your signed enrollment contract.

For any questions regarding this policy, you may contact the PIMS COVID-19 Pandemic Officer, Dean Michael Burns or any member of the administration at the Institute.

Sincerely,

Dr. Barry T. Lease
Program Director