

APPENDIX II: Thomas Jefferson School of Law Refund Policy (Effective Fall 2014)

A credit of tuition and fees may be granted to a student who reduces the students course load resulting in a change of program of enrollment (i.e., full-time to part-time or less than part-time or a reduction in units during summer enrollment), or a student who completely withdraws from school (or a semester). Credits are computed based on total semester cost of tuition and fees according to the corresponding percentage scale as listed below. * All requests for refunds are directed to the Student Finance Office at 619.961.4324 and are subject to the various governing federal, state and institutional policies. The effective date of a schedule change or complete withdrawal, for purposes of calculation of the institutional refund policy, is the date that the Registrar's Office receives *written notice* of the student's withdrawal.

1. For students charged the per unit tuition rate: This schedule applies to individual courses dropped.
2. For students charged the per semester tuition rate: This schedule applies when a student has officially withdrawn from the law school or from all courses for the semester, or when a student has officially withdrawn from some, but not all courses, resulting in a change in the program of enrollment.

The refund is calculated using the amount that represents the difference between the original rate charged and the rate that would have been charged had the student initially registered in fewer, or zero, units at the beginning of the semester. For example, if a student is charged at the per tuition rate and later withdraws from some or all of those units, the refund for the dropped units would be calculated based on the percentage of the units dropped, as indicated in the chart below.

Similarly, if a student drops enough units to change from full-time to part-time enrollment, the amount of the refund will be the percentage (as indicated in the chart below) of the difference between the full-time and part-time per semester tuition rate.

Week	Tuition Credit/Refund
1	100%
2	90%
3	80%
4	70%
5	60%
6	50%
7	40%
8	NO REFUND

See your registration or tuition & finance bulletin for specific dates as they apply to each semester and for any changes to the refund policy. The refund policy is subject to change at any time in order to maintain compliance with Federal and State Regulations and institutional policies. Questions relating to the refund policy should be directed to the Student Finance Office at 619.961.4334.

* This policy applies to Fall or Spring, 14-week semesters. For the summer session or intersession, please refer to the appropriate registration or tuition & finance bulletin.