

# SOUTHWESTERN LAW SCHOOL

## L O S A N G E L E S

### **Accounts Receivable Policy**

**Administrative policy approved July 22, 2022. Effective immediately.**

**Revision history: Formerly a part of the annually revised Student Handbook. Established as a standalone policy August 2022.**

**Related policies: [TBD].**

**Scheduled Review Date: June 2023 (Accounting Office)**

The Board of Trustees of Southwestern Law School has adopted the following Accounts Receivable Policy:

1. Students must pay the tuition and other charges due on their account. All available legal means will be used to collect outstanding amounts from students and graduates.
2. Satisfaction of a student's account means: payment of tuition and other charges in full; payment in accordance with the deferred schedule as approved; and the making of satisfactory arrangements in writing with persons authorized to approve such arrangements.
3. Any student whose tuition account is in arrears may have their registration for the term in which they are currently enrolled canceled and may be withdrawn from all courses retroactively to the start of the semester and may not continue until the past due tuition amount is satisfied.
4. No diploma or will be released for any individual whose account is not satisfied or current.
5. All teaching faculty members will be reminded each semester of the reasons for "auditing" their roll sheets. Faculty are requested not to allow unregistered students to attend course sessions. Additionally, faculty members should report to the Registrar's Office the names of any students attending their course who are not formally enrolled.

6. The Accounting Office has the primary responsibility for student account collection which may include, but is not limited to, tuition, mandatory fees, library fines, bad check charges, and bad check restitution.
7. The account record of every student scheduled to complete their studies and graduate will be reviewed. Every student who has any balance of tuition and fees will be notified by letter or statement that they will be precluded from participation in commencement exercises or from receiving a diploma.
8. Special payment arrangements must be made with, and approved by, the Accounting Office. Any student, who fails to satisfy their account as provided in paragraph 2, will be sent a second letter notifying them that failure to satisfy the account within 10 calendar days will result in notification to licensing authorities of the indebtedness and of the failure of the student to make any arrangements to satisfy the indebtedness. Such letter will enclose a copy of the proposed statement to the licensing authorities. If the student fails to satisfy the account within the period so provided, Southwestern will inform inquiring licensing authorities of the graduate's indebtedness.