

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

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 in August 2022; technical edits made in July 2023; technical edits made in May 2025.

Related policies: None.

Scheduled Review Date: April 2027 (Accounting Office and Registrar's Office)

A. Student Financial Responsibilities

1. Students must pay their account's tuition and other charges. Southwestern will collect outstanding amounts from students and graduates using all available legal means.
2. "Satisfaction" of a student's account refers to either full payment of tuition and other charges or enrollment in an approved payment plan. An approved payment plan consists of written payment arrangements deemed satisfactory by the Accounting Office.
3. Southwestern may cancel a student's registration or retroactively withdraw a student from the Law School for past-due tuition. Unless approved by the Associate Dean for Student Services or a Vice Dean in writing, the student may not attend classes until past-due tuition is paid.

B. Accounting Office

1. The Accounting Office is primarily responsible for student account collection, including tuition, mandatory fees, library fines, non-sufficient funds check charges, and restitution.
2. The Accounting Office will review the account of every student scheduled to graduate. A student who owes tuition or other amounts will receive a letter stating that they will be precluded from receiving a diploma if they do not satisfy their account.

3. The Accounting Office must approve any special payment arrangements. A student who does not satisfy their account as provided in paragraph B(2) will receive a second letter stating that failure to make payment within ten calendar days will result in Southwestern notifying a debt collection agency of the student's debt and failure to make any arrangements to satisfy the debt. The student will receive a copy of the proposed statement with the second notice letter.

C. Registrar's Office

1. The Registrar's Office will not release a diploma for any student whose account is not satisfied or current.
2. Each semester, the Registrar's Office will remind teaching faculty members of the reason for auditing their attendance rosters. Faculty members may not allow an unregistered student to attend course sessions unless the student is on a waitlist. Faculty members should report to the Registrar's Office any students attending their course who are not enrolled.

D. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without notice.