

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Enrollment Terms and Conditions 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; Financial Aid Office)

A. Enrollment Policy

To fulfill Southwestern's enrollment requirements, students must pay to Southwestern any due and payable tuition and fees. Cash and check payments must be made to the attention of the Accounting Office by the date(s) specified on the student's monthly reminder emails. Online payments are available and can be done using the link "Pay On My Account" via the MySWLAW Student Portal. A convenience fee of 2.65% is included for online payments by credit card and a \$1.75 for electronic checks. Students may withdraw and receive any applicable refund by providing notice to the Dean of Students Office at the following address:

Dean of Students Office
Southwestern Law School
3050 Wilshire Blvd.
Los Angeles, CA 90010-1106

Students have a right to a full refund of all charges, less all fees and charges defined as non-refundable, if the student withdraws from Southwestern prior to the first day of instruction. In the fall semester, the first session of LAWS is the first day of instruction for first-year day, first-year PLEAS/Part-time day, first-year evening, and first-year SCALE students. (See *Tuition Refund Policy*.) Nothing in the *Enrollment Terms and Conditions* of this section applies to housing obligations, which are addressed separately in the housing contract and application.

B. Payments

Tuition may be paid in installments, plus the applicable deferred payment plan fee, according to the student account balance terms and conditions. (See *Appendix B*.) Unless payment has been made by each and every due date, the student's enrollment will be subject to cancellation.

Students agree to pay all other charges incurred upon presentation. Failure to make timely payment is cause for cancellation of enrollment, and could result in Southwestern rightfully withholding course grades and diploma until such amounts are paid in full.

Students are obligated to pay, to the extent permitted by law, any and all actual and reasonable costs of collection incurred by Southwestern occasioned by the student's default under the terms of enrollment. "Default" means the failure to make any installment payment, tuition fee payment, other fee or charge payment on or before the due date as stated on the monthly reminder emails. A payment made by a check which is returned unpaid from the payor's bank constitutes failure to make payment. In the event that an action is brought by Southwestern to enforce the terms of enrollment, the student may be required to pay all costs of this action, including reasonable attorneys' fees.

C. Online Student Account Billing Statement (AR)

Students are responsible for periodically checking their [Online Student Account Billing Statement \(AR\)](#) online via [Self-Service](#) or [MySWLAW](#) and for verifying that their payments are made by the required deadlines. The Accounting Office will send a monthly reminder email to students' Southwestern email accounts as payment due dates approach.

The Online Student Account Billing Statement (AR) allows students to see a detailed level of their student account, including payments, charges, and refunds, which are updated in real time. Please note that the "Installment Amount" and the "Prior Term Outstanding Balance" available on the Online Student Account Billing Statement (AR) are not updated in real time. The installment amount is recalculated and updated on the first Friday of each month.

D. Late Charges, Late Fees

The student's account will be charged \$100 for each and every payment not received by each of the due dates specified on the monthly reminder emails. Late fees will be assessed on all outstanding balances, including but not limited to missed tuition payments, outstanding parking fees and library fines.

E. Financial Aid

Students may apply for financial aid to defray the costs of attending Southwestern. A student's application for financial aid does not relieve the student of their complete responsibility for payment of all tuition and other rightful charges Southwestern may make. Tuition payment(s)

are due and payable as set forth in the monthly email reminder, regardless of whether financial aid may be received.