



## CAL NORTHERN SCHOOL OF LAW REFUND POLICY

This section sets forth policy applicable to the refund of tuition and fees paid by a student prior to his/her withdrawal, either from the School or courses.

The date of the student's withdrawal determines the amount of any refund to the student after withdrawal.

Students should be aware that adding or dropping courses may change the student's enrollment status, which may change the student's eligibility for financial aid.

If a student withdraws from a course on or before the first day of instruction of Week 1 of the Term the student will receive a refund of 100% of the amount paid for institutional charges.

In addition, the student may withdraw from a course after Week 1 of instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of instruction. The refund is based on the number of class meetings that have occurred per course prior to the student's request to withdraw, regardless of their attendance in the elapsed meeting dates, except for Legal Internship courses, where refunds will be calculated based on the number of weeks elapsed until 60% of the term weeks have passed (example, withdrawal in Week 2 of a 15-Week Course will result in a 2/15 refund).

Any refund due to the student will first be applied toward reducing any amount owed by the student to the school. The remaining refund balance, if any, will be forwarded to the student.

In special cases where state or federal law may require a different refund schedule, the amount of refundable tuition will be determined according to such laws.

Any student who is academically disqualified from the School may receive a full tuition refund for any course or courses in which s/he had enrolled after academic disqualification but before being notified of the disqualification. The refund will be granted upon written notification by the student by filing a completed and signed Request for Withdrawal form, provided the student's withdrawal is effective before the student takes the final exam or otherwise completes all the requirements for credit for such courses or courses.

For purposes of entitlement to refunds, a student should give notice of withdrawal and request a tuition refund by completing, signing, and submitting a Request for Withdrawal form to the Administration Office. Students who submit written requests or notify the Law School verbally will be asked to submit a Withdrawal form. However, if a Withdrawal form is not received from the student within 48 hours, Withdrawal from will be completed on their behalf by the Office of the Registrar. The Request for Withdrawal form is available by request to the Administration Office.

A student will be considered withdrawn, and to have canceled her or his enrollment agreement, on the date of withdrawal, which is at the earliest of the following dates:

1. Date on which a completed and signed Request for Withdrawal form is hand delivered to or otherwise received by the Administration Office.

2. Date on which the student submitted a written request or verbally notified the Law School of their intent to withdraw.
3. Postmark date imprinted by U.S. Postal Service, if Request for Withdrawal form is mailed by U.S. mail to the Administration Office.
4. Date as of which the student is deemed to have withdrawn pursuant to the Academic Catalog for failure to complete attendance or other course requirements.

When applicable, refunds will be issued to withdrawing students no later than thirty (30) days from the date of withdrawal or discontinuation of a course or educational program in which the student is enrolled. Fees and non-tuition charges are not refundable except as set forth in this section.