

WITHDRAWAL AND LEAVE OF ABSENCE POLICY

Students who officially withdraw or are granted a leave of absence from the Law School after registration but prior to the first day of the semester are entitled to receive a full refund of tuition paid for that semester. Students who withdraw from the Law School or take leave on or after the first day of the semester are allowed refunds of tuition in accordance with the following guidelines:

- If a student is required to withdraw or take a leave of absence on or after the first day of the semester, but on or before the date on which 60% (usually 45 class days) of the semester has been completed, a pro rata refund will be calculated, based on the percentage of the semester which was completed. Please see the pro-rata schedule below.
- If a student withdraws after 60% of the enrollment period has elapsed, no portion of tuition paid for that semester will be refunded.
- If a student is required to withdraw or take a leave of absence because of active duty in the armed forces and under such circumstances that no credit for the term will be given, the student shall be refunded the entire tuition for that term.
- No refund of tuition will be granted for upper-class students, if a student decides to withdraw from one or more, but not all, courses during a semester. First-year students are charged per credit and thus any course that is dropped during the semester is refunded in accordance with the pro-rata schedule.
- In no case will tuition be refunded or reduced because of absence from classes.
- Law school fees and, in the case of entering students, the seat and merit scholarship deposits are not refundable. The tuition down payment made by entering students is forfeited in accordance with the terms set forth in the student's application.

The Law School will usually release refunds of tuition within three weeks from the date on which Student Accounts receives notification of the approved withdrawal or leave of absence. All refunds will be returned in accordance with federal regulations.

Refunds will not be issued, however, until Student Accounts has received official notification from the Associate Dean of Student Affairs acknowledging the withdrawal or leave.

Refunds of tuition are computed from the date of receipt by the Associate Dean's Office of the student's written statement of withdrawal, or application for a leave of absence. Class days are used in determining elapsed days from the first day of classes of the semester to the date of receipt of the student's withdrawal statement.

Pro-Rata Schedule

* Please keep in mind that the Pro-Rata Schedule is provided as a guide. Please email [Rebecca Jennings](mailto:Rebecca.Jennings) to receive a Pro-Rata calculation specific to your circumstance.