TUITION PAYMENTS

Tuition and fees are due on or before the first day of classes each semester. Tuition and fees paid after the due date are subject to a $50 initial late payment fee. In addition to the 1% interest accruing monthly on the unpaid balance, another $50 late payment fee will be assessed every two weeks until the balance is paid in full.

Payment in Full. Students may make payment by cash, money order, cashier’s check, personal check or credit card. Students may charge up to one third (1/3) of the tuition either as a full-time or a part-time student. A $25 penalty fee will be charged for any check returned by a bank. After a check has been returned, in order to clear your account, we will only accept payment in the form of cash, money order, or a cashier’s check. (NO personal check will be accepted for the remainder of the semester). Payments can be made in person, by phone and/or fax in the credit card information or via mail using the postage paid return envelopes. The major credit cards currently accepted are Visa or Mastercard only.

Tuition Payment Agreement (TPA). TPA is mandatory if payment cannot be made in full at the beginning of the semester. TPA must be thoroughly completed and submitted during Registration Week or prior to the beginning of each semester.

Financial Aid. Students receiving financial assistance must have applied through the Financial Aid Office in a timely fashion; otherwise, late charges and interest will be applied on unpaid balance.

Payment Plans. A student who has successfully completed the first year of study may arrange to make installment tuition payments. Payment Plans were created to assist students paying their tuition in three or four installments throughout the semester. Continuing students, who wish to pay using the installment plan should apply at the time of registration. A request of payment plan made after Registration will require an approved petition followed by a fully completed Payment Plan. SBA dues of $20 are included in the first installment. No interest will be added to the first payment if it made on or before the first day of class. Succeeding payments reflect 1% interest on the unpaid balance. Installment payments not received by the due date are subject to a $50 late payment fee. If a payment is delayed more than (15) days beyond the due date, another $50 late fee will be assessed and parking sanctions may be imposed. A student who is more than (15) days delinquent on a scheduled installment payment, twice in any one semester, must immediately pay the remaining balance in full and may not be entitled to a deferred payment arrangement in subsequent semesters.

For additional information or any other questions, please contact the Business Office.
TUITION REFUND POLICY

Withdrawal or Leave of Absence

A student withdrawing or taking a leave of absence from Whittier Law School must file a Student Petition Form with the Associate Dean of Student Services. It is recommended that students make an appointment to speak with the Dean Warkentine before making a final decision to withdraw from school.

When a student withdraws or takes a leave of absence, the withdrawal date is either the date: 1) the student files the Student Petition Form requesting a withdrawal or leave of absence; 2) the student officially notifies the Associate Dean of Student Services in writing of his/her intent to withdraw; or 3) that most accurately reflects the last date of an academically related activity of the student as determined by Whittier Law School.

In order to receive a full refund of tuition paid or to cancel the tuition payment promissory note with Whittier Law School, a withdrawal petition must be received by the Associate Dean of Student Services prior to the first day of Orientation.

Whittier Law School’s tuition refund policy is as follows:

**Tuition Refund Schedule**

100% prior to the first day of classes  
80% during the first week  
60% during the second week  
40% during the third week  
20% during the fourth week

**Fall 2004 Refund Schedule:**

**Spring 2005 Refund Schedule:**

<table>
<thead>
<tr>
<th>Before Date</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16, 2004</td>
<td>100%</td>
</tr>
<tr>
<td>August 16 through 20</td>
<td>80%</td>
</tr>
<tr>
<td>August 23 through 27</td>
<td>60%</td>
</tr>
<tr>
<td>August 30 through September 3</td>
<td>40%</td>
</tr>
<tr>
<td>September 6 through 10</td>
<td>20%</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Before Date</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 10, 2005</td>
<td>100%</td>
</tr>
<tr>
<td>January 10 through 14</td>
<td>80%</td>
</tr>
<tr>
<td>January 17 through 21</td>
<td>60%</td>
</tr>
<tr>
<td>January 24 through 28</td>
<td>40%</td>
</tr>
<tr>
<td>January 31 through February 4</td>
<td>20%</td>
</tr>
</tbody>
</table>

No tuition refund after February 4, 2005.

**Summer 2005:**

Information for Summer 2005 financial aid will be made available in March 2005. Students are encouraged to check with the Office of Financial Aid for correct procedures.

**Return of Title IV (Stafford Loan) Funds**
A statutory schedule is used to calculate the amount of Title IV aid (Stafford loans) a student has earned as of the date he or she withdraws from school. If the funds disbursed to the student are greater than the amount the student has earned, the unearned funds must be returned to the lender. Unearned funds will be returned first to repay the unsubsidized Stafford loan and then to repay the subsidized Stafford loan up to the total of the net amount disbursed from each type. By regulations, both Whittier Law School and the student bear the responsibility to repay the unearned portion of the Title IV fund. Therefore, when Whittier Law School returns the unearned aid to the lender on behalf of the student, a balance due is created on the student account with the Law school. \textbf{The student is responsible to pay Whittier Law School for the difference between the amount returned to the lender (that the Law school must do so on the student’s behalf) and the amount of a refund the student is eligible to receive under the Whittier Law School Refund Policy.} If the amount disbursed to the student is less than the amount the student earned, he or she may be eligible to receive a post-withdrawal disbursement of the earned funds that were not received.

**Change in Enrollment Status**

When changing enrollment status from full-time to part-time or vice versa, a student must file a Student Petition Form with the Associate Dean of Student Services for approval. Any tuition refund resulting from the add/drop action is dependent on the Whittier Law School Refund Policy mentioned above. The tuition refund will be returned to the original sources of the funds, i.e. lenders, scholarship donors, etc., and not to the student, unless tuition payments were made by cash, personal check, or cashier's check. Scholarships and other sources of aid will also be decreased to prevent an over award of the cost of attendance. Federal regulations require schools to return the Stafford loan funds as priority to any other types of funds when there is a refund involved on the student’s account.

\textbf{NOTE: If a student changes status from full- to part-time after the start of a semester, the student may still be responsible for full-time tuition.} Thus, it is advisable that a student speaks to a Financial Aid Counselor before submitting the petition for changes of enrollment status. As always, a student is responsible to stay in touch with the FAO regarding any questions about deadlines or any related issues for financial aid.

For additional information or any other questions, please contact the Office of Financial Aid at extension 203 or 205.

**LOAN DISBURSEMENT POLICY**

Loan disbursements are normally made once a semester. However, the Stafford loans are disbursed twice a loan period as required by regulations. If the Stafford loans are processed for the Fall and Spring semesters, students can expect to receive half of the Stafford loan amount in the Fall and the other half in the Spring semester. If the Stafford loan is processed for one semester session, two disbursements will be issued during this time.

**Satisfactory Academic Progress**
Regulations governing federal programs including Stafford loans require the Law School to determine whether the student has met satisfactory academic progress (SAP) in his or her course of study in order to receive Title IV funds. Students who have repeatedly been placed on academic probation or academic disqualification will lose their eligibility to receive federal Stafford loans. These students can only re-establish their eligibility for aid when they are again meeting the Law School’s academic SAP standards.

NOTICE: STUDENTS RECEIVING VETERANS' BENEFITS:

It is the responsibility of each student receiving Veteran's Benefits to give written notice to the office of the Associate Dean of Student Services in the event of (a) a withdrawal from school, whether during or at the end of a semester, or (b) a withdrawal from any individual class during the semester. Such notice must be given no more than ten (10) days following such withdrawal in order that timely notice may be given to the Veterans' Administration.