

Chapter 5 – Financial Regulations

5.1 Tuition and Fees

- A. Application Fee--This is a non-refundable fee submitted with an application to Capital University Law School: **\$40**
- B. Matriculation Fee/Deposit--Payable in two installments, this fee must be paid within a stated period of time after admission to reserve a position in the incoming class. Students who are admitted to the Law School, who pay the deposit, and who subsequently withdraw are entitled to a full or partial refund of the deposit if notification of the withdrawal is received by the Law School prior to date or dates set in the refund schedule adopted for that year: **\$200**
- C. Bad Check or Credit Card Charge-- **\$15**
- D. Deferred Payment Fee--A deferred payment plan is available to both day and evening students. Typically, a student pays one-third of the tuition due for the semester prior to the start of classes, one-third 30 days after classes begin, and one-third 60 days after classes begin. The actual deferred payment schedule is announced at the time of registration. All one-time fees must be paid in the first installment: **\$25**
- E. Delinquent Payment Fee--This fee is assessed when a student is delinquent in making tuition payments: **\$150**
- F. Late Change of Registration Fee--A student may register for a class up to one week following the commencement of a semester without incurring a fee. After a week the drop/withdrawal fees are as follows (Fall and Spring Semesters):
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|---|----------------|
| Drop through the 2 nd week of the semester | \$0.00 |
| Withdrawal through the 4 th week of the semester | \$10.00 |
| Withdrawal through the 6 th week of the semester | \$25.00 |
| Withdrawal after the after 6 th week of the semester | \$50.00 |
- Summer Semester:
- | | |
|---|----------------|
| Drop through the 1 st week of the semester | \$0.00 |
| Withdrawal through the 2 nd week of the semester | \$10.00 |
| Withdrawal through the 3 rd week of the semester | \$25.00 |
| Withdrawal after the 4 th week of the semester | \$50.00 |
- G. Medical Insurance-- Other plans are available through the office of the Assistant Dean of the Law School.

- H. Transcripts--Transcripts of work undertaken at Capital Law School may be obtained by writing to the Law School Office of Records and Registration. Each student receives one (1) free copy of his or her transcript at graduation. A charge is made for each additional transcript: **\$5**
- I. Tuition Per Semester Hour--Day Division students are required to take 29 semester hours of class, Fall and Spring Semesters, during the first year, while Evening Division students are required to take 19 semester hours during the Fall and Spring Semesters. Tuition increases occur in May of each year. Current tuition is contained in admission materials. Annual tuition increases can be expected.
- J. Transient Fee--This fee is charged to all Capital University Law School students who are permitted to enroll as transient students in other law schools and transfer the academic credit back to Capital. The fee will be the difference between the other school's tuition and Capital's tuition if the other school's tuition is lower. If the other school's tuition is higher, the fee is \$25 per semester credit hour.
- K. Audit Fee-- This fee is charged to all individuals who have been approved to audit courses at Capital University Law School pursuant to the Audit provisions of Section 3.2.03:
 - Capital University Law School Students: Regular Tuition
 - Alumni: ½ tuition
 - Non-Alumni: Full tuition
- L. University Board and Housing--Determined by Capital University Dean of Students and Office of Residence Life

5.2 Delinquency in the Payment of Tuition and Fees

5.2.01 Defined

Registration must be completed and full payments of tuition and fees must be made on the billing due date, which typically is three (3) weeks before the beginning of a semester or on the first day of classes of a summer session. Students on a deferred payment plan approved by the University comply with this section if they make the initial payment by the billing due date and make all subsequent payments at the time prescribed by the University. Students making deferred tuition payments who are late paying an installment are required to pay tuition fees in full, upon demand by the University.

5.2.02 Delinquency

Students who fail to pay accounts when due are delinquent in their obligations to the University and are subject to involuntary administrative withdrawal from the Law School.

- A. Students so withdrawn will not be readmitted to classes until the semester or Summer session after the withdrawal, and must be current with financial obligations at that time.
- B. In no case will a student who is not fully current with financial obligations be permitted to register for a subsequent semester or Summer session, be certified for an internship, register for a Bar examination, receive copies of transcripts, or complete requirements for a degree.

5.2.03 Library Matters

A student who is delinquent in returning books and paying fines to the law library will have his or her diploma withheld until the books have been returned to the library and any outstanding fines or charges have been paid.

5.3 Tuition Refund Schedule

5.3.01 Withdrawals

To withdraw from an individual course or to withdraw completely from the Law School, the student must complete and submit a Dean's Action to the Dean or Dean's delegate. No refund will be made without such official written notification.

5.3.02 Refund Schedule

For a student who officially withdraws from the Law School or from a Law School course or courses during a semester or term, the amount of tuition due the Law School is determined by the student's official withdrawal date as set by the Office of Records & Registration. The amount of the refund due is calculated based upon the withdrawal date as follows for Fall and Spring semesters:

- Weeks 1 and 2	100%
- Weeks 3 and 4	75%
- Weeks 5 and 6	50%
- Withdrawal after the 6 th week	0%

For Summer Session:

- Week 1	100%
- Week 2	75%
- Week 3	50%
- Week 4	0%

For Summer One-week Intensive Courses:

- Must drop before the 2 nd class meeting	100%
- After the 2 nd class meeting	0%

5.3.03 Overpayment

Any payments or credits that exceed the amount of charges and tuition due will be refunded by the University within 30 days of the student's official withdrawal date. Refunds must be requested from the Finance Office. Otherwise, a credit is issued toward the next semester's fees.

5.3.04 Refunds Contingent on Permissive Withdraw Only

No tuition may be refunded for a withdrawal that is made without the permission of the Dean or Dean's delegate. Students who withdraw from one or more, but not all, courses receive refunds based on the percentage listed above for each course for which a withdrawal has been approved.