

ADD/DROP AND REFUND SCHEDULE: PARALEGAL STUDIES CERTIFICATE PROGRAM

Tuition Refund Policy:

Students who withdraw from the program are entitled to tuition refunds in accordance with the schedule below. Please note the \$35 application fee, \$80 materials fee and the University Fees are **NOT** refundable.

Refunds are calculated on the basis of the full tuition due the university. If you have paid in full, figure out your refund by multiplying the full tuition by the correct percentage below.

If you have not paid in full, you may or may not be entitled to a refund. Multiply the full tuition by the correct percentage below, and then compare the amount to what you actually paid.

To receive a refund, you must have made payment in excess of the amount you calculated. If the total of your partial payments does not exceed the figure calculated, then you are liable to pay the University the difference. You will be billed for this amount.

Upon receipt of the withdrawal application prior to the end of the first week of classes, the University will refund all tuition. (**Application fee, materials fee and University fees are non refundable**).

Prior to the end of two weeks of first day of class:	75%
Prior to the end of three weeks of first day of class:	50%
Prior to the end of four weeks of first day of class:	25%
Thereafter:	No Refunds given

The number of classes attended or not attended has no bearing on the amount of the refund given. The date the withdrawal application is received by the program office determines the amount of the refund remitted in accordance with the above tuition refund schedule. **Students who wish to withdraw from the program must submit written notice to that effect.**

We reserve the right to terminate a student who fails to meet established academic or disciplinary requirements, who fails to comply with established rules and regulations, or who fails to meet financial obligations. The above refund policy applies in such cases.

Leave of Absence:

If a student wishes to take a leave of absence, the student may do so under the following circumstances:

- The student must provide a request for the leave in writing stating the extenuating circumstances which necessitate the leave. These circumstances may include illness, illness to a family member, death in the family, or work obligations.
- If tuition or other charges are owed at the time of a student's leave, the student remains obligated to continue payment according to the student's original note.
- The student must return within twelve (12) months from the date the leave is taken. If the student does not return to complete the program within the time agreed to by the student, the student is considered withdrawn as of that date and must reapply to the program.

We would be please to meet with any student contemplating a leave of absence or withdrawal to explore the options available to the student.