

Tuition Refund Policy Paralegal Studies Program

Students who withdraw from the program are entitled to tuition refunds in accordance with the schedule below. If student withdraws prior to semester start, tuition, \$80 material fees and University fees are refundable. If a student withdraws after semester start, the material fee of \$80 and the University fees are NOT refundable. Please note the \$50 application fee is **NOT** refundable.

Refunds are calculated based on the full tuition due the University. If you have paid in full, determine 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 listed below, and then compare the amount to what you 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 week two classes:	75%
Prior to the end of week three classes:	50%
Prior to the end of week four classes:	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. **There are no leaves of absences.**