

SENIORS GRADUATING FALL 2016 OR SPRING 2017

Students requiring seven (7) or fewer hours to graduate will be charged tuition on the above hourly basis, plus fees.

ENROLLMENT FOR ONE CREDIT

A student who enrolls in any enrollment period for no more than one credit in a course with no classroom component (*Law Review*, *Moot Court Competition*, *Corporate Counsel Review* and *CURRENTS: Journal of International Economic Law*) will be charged only the applicable tuition; the registration/general services fee will be waived. The election to utilize the fee waiver is applicable only at registration. Accordingly, it is not available to a person who drops after registration. If a student adds a course after registration, the Registration and General Services Fee will be assessed.

REFUND AND RETURN POLICIES

I. TUITION REFUNDS FALL AND SPRING SEMESTERS

Tuition refunds will be credited to the student's account if, before the fifth week of classes, (1) all courses are dropped, or (2) status is changed from full time to part time. Fees, including seat deposits, are mandatory and non-refundable\*. Refund checks, if any, will be disbursed by the Accounting Services Office no sooner than 30 days from the date of the drop. Unless all courses are dropped, the refund will be mailed to the student's permanent address. If the student receives Title IV financial aid, any refund may be returned directly to the lender as required by federal law.

*Percent of Tuition Refunded Fall and Spring Semesters*

*Fees, including seat deposits, are non-refundable.*

After registration and through the first week of classes	100%
During second week of classes	75%
During third week of classes	50%
During fourth week of classes	25%
After fourth week of classes	0%

► **Summer Session**

Tuition refunds will be credited to the student's account if, before the third week of classes, (1) all courses are dropped, or (2) hours are decreased in the summer session. Fees are mandatory and non-refundable\*. Refund checks, if any, will be disbursed by the Accounting Services Office no sooner than 30 days from the date of the drop. Unless all courses are dropped, refunds will be sent to the student mailbox. If all courses are dropped, the refund will be mailed to the student's permanent address. If the student receives Title IV financial aid, any refund may be returned directly to the lender as required by federal law.

*Percent of Tuition Refunded Summer Session*

After registration and through the first week of classes	100%
During second week of classes	50%
After second week of classes	0%

*\* If all classes are dropped before the first day of classes, the Registration and General Services Fee will not be assessed.*

► **Intersessions**

There are no drops or refunds for the Intersessions after web registration closes.

► **General**

This policy corresponds to the academic term enrollment dates established by the college and applies to all courses offered during the enrollment period. Class dates and refund deadlines are published in the Academic Year Important Dates Calendar available in the Student Handbook and on the STANLEY Student tab.

No course shall be considered to have been dropped until proper documentation from the student has been received by the Registrar's Office. Notification includes a properly executed drop online through STANLEY, in person in the Registrar's Office or a written request from the student. The date of receipt shall be deemed the effective date of the drop. *Requests to drop all courses must be made in the Registrar's office. You cannot drop all courses online via STANLEY.*

Depending on the date of the drop and the student's individual financial circumstances, dropping or withdrawing can have significant financial ramifications. Students are responsible for any balance due to the college as a result of dropping or withdrawing. Please contact the Accounting Services office if you have any questions. In addition, students receiving Title IV aid are encouraged to speak with a financial aid counselor if they are considering dropping or withdrawing and are required to do so prior to submitting a drop to the Registrar's Office.

II. RETURN OF UNEARNED SFA PROGRAM FUNDS FOR STUDENTS RECEIVING TITLE IV FINANCIAL AID

Federal Regulations require a statutory calculation to determine the amount of Student Financial Assistance (SFA) Program Funds a student has earned when he or she ceases attendance (*drops all courses*) based on the period the student was in attendance.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much SFA Program funds the student has earned at the time of drop or withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA Program funds.

*South Texas College of Law Houston is required to calculate the amount of SFA Program funds the student did not earn and return those funds to the lender.*

The amount of SFA Program assistance earned is the percentage of SFA Program assistance that has been earned multiplied by the total amount of SFA Program assistance that was disbursed (*or could have been disbursed*) for the payment period or period of enrollment as of the day the student withdrew. The percentage and amount not earned is the complement of the percentage of SFA Program assistance that was disbursed (*and that could have been disbursed*) to the student for the payment period, as of the day the student withdrew.

For credit hour programs, the percentage of the payment period completed is the total number of calendar days in the payment period for which the assistance is awarded divided into the number of calendar days completed in that period as of the day the student withdrew.

If the student receives less SFA Program assistance than the amount earned, the school must comply with the procedures for late disbursements specified by the Department of Education. If the student receives more SFA Program assistance than the amount earned, the school, or the student, or both, must return the unearned funds as required, and in the order specified, below.

*The school must return the lesser of:*

- » The amount of SFA Program funds that the student does not earn;
- or*
- » The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

The student must return or repay, as appropriate, the remaining unearned SFA Program grant and loan funds for which he or she is responsible to loan programs in accordance with the terms of the loan, and to grant programs as an overpayment. Grant overpayments are subject to repayment arrangements satisfactory to the school, or overpayment collection procedures prescribed by the Secretary of the Department of Education. A student who fails to return the required Title IV funds loses eligibility for future Title IV aid until he or she repays the amount in full, makes satisfactory arrangements with the institution to repay the funds, or makes satisfactory repayment arrangements with the Department of Education.

Funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

- » Unsubsidized Federal Stafford loans
- » Subsidized Federal Stafford loans

If funds remain after repaying all loan amounts, those remaining funds must be credited to other assistance under this Title for which a return of funds is required.

It is important to understand these regulations and their financial impact. Depending on the date of drop or withdrawal, amounts in excess of the institutional tuition refund (if any) credited to your account may be returned to the lender resulting in a balance due the college. Students are encouraged to speak with a financial aid counselor if they are considering dropping or withdrawing and are required to do so prior to submitting a drop to the Registrar's Office.

The following worksheets will be used to determine the amount of SFA Program funds that must be returned to the lender.