

# SOUTHWESTERN

## LAW SCHOOL Los Angeles, CA

### **Enrollment Terms and Conditions Policy**

**Administrative policy approved July 22, 2022. Effective immediately.**

**Revision history:** Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; substantive edits were made in August 2023 in light of the Bureau of Private Postsecondary Education’s approval of Southwestern Law School in July 2023.

**Related policies:** Financial Aid Policy; Student’s Right to Cancel and Tuition Refund Policy.

**Scheduled Review Date:** July 2025 (Accounting Office; Financial Aid Office; Student Services Office)

#### **A. Enrollment Policy**

To fulfill Southwestern’s enrollment requirements, students must pay Southwestern any due and payable tuition and fees. Cash and check payments must be made to the attention of the Accounting Office by the date(s) specified on the student’s monthly reminder emails. Online payments can be made using the link “Pay On My Account” via the Student Portal. A nonrefundable 2.6% convenience fee is included for online payments by credit card or charge card, and nonrefundable \$1.75 convenience fee is added for electronic checks. After signing the Enrollment Agreement, students may withdraw and receive any applicable refund by providing notice to the Student Services Office at the following address:

Student Services Office  
Southwestern Law School  
3050 Wilshire Blvd.  
Los Angeles, CA 90010-1106  
[studentservices@swlaw.edu](mailto:studentservices@swlaw.edu)

Please see the Student’s Right to Cancel and Tuition Refund Policy for specific timing issues and refund amounts. In the fall semester, the first session of LAWS is the first day of instruction for first-year day, first-year PLEAS/Part-time day, first-year evening, and first-year SCALE students.

Nothing in this policy applies to housing obligations. Housing obligations are addressed separately in the housing contract and application.

## **B. Payments**

According to the student account balance terms and conditions, tuition may be paid in installments, including the applicable deferred payment plan fee. Pay must be made by each due date to ensure the student's enrollment is not subject to cancellation.

Students agree to pay all other charges incurred upon presentation. Failure to make timely payment could be cause for cancellation of enrollment and could result in Southwestern rightfully withholding the degree until such amounts owing are paid in full.

Students are obligated to pay, to the extent permitted by law, all actual and reasonable costs of collection incurred by Southwestern caused by the student's default under the terms of enrollment. "Default" means failing to make any installment payment, tuition payment, payment of other fees, or charge payment on or before the due date, as stated in the monthly reminder emails. A payment made by a check returned unpaid from the payor's bank constitutes a failure to make payment. If Southwestern brings an action to enforce the terms of enrollment, the student may be required to pay all costs of this action, including reasonable attorney's fees.

## **C. Online Student Account Billing Statement**

Students are responsible for periodically checking their Online Student Account Billing Statement (AR) and verifying timely payments online via Self-Service or the Student Portal. The Accounting Office will send a monthly reminder email to students' Southwestern email accounts as payment due dates approach.

The Online Student Account Billing Statement (AR) allows students to see a detailed level of their student account, including payments, charges, and refunds, which are updated in real-time. The "Installment Amount" available on the Online Student Account Billing Statement (AR) is not updated in real-time. The installment amount is calculated at the beginning of each term when a student signs up for a payment plan.

## **D. Late Charges and Late Fees**

The student's account will be charged \$100 for each payment not received by each of the due dates specified in the monthly reminder emails. Late fees will be assessed on all outstanding balances, including but not limited to missed tuition payments, outstanding parking fees, and library fines. Late fees are nonrefundable.

## **E. Financial Aid**

Students may apply for financial aid to defray the costs of attending Southwestern. A student's application for financial aid does not relieve the student of their complete responsibility for paying all tuition, fees, and other rightful charges to Southwestern. Tuition payment(s) are due and payable as outlined in the monthly email reminder regardless of whether financial aid may be received.