CAPITAL UNIVERSITY LAW SCHOOL GRADUATE LAW PROGRAMS FINANCIAL INFORMATION SPRING 2014

As of May 1, 2013, tuition is \$1,166 per credit hour.

For questions regarding billing: Please contact Maryann Lutz, Assistant Director of Student Accounts; Ms. Lutz' office is located on the Bexley campus, mlutz@capital.edu or 614-236-6216.

- Spring 2014 tuition payment is due January 13, 2014.
- Deferred Payment Plan: Students must sign up for deferred tuition payments by January 17, 2014. Second and third payments are due by February 6 and March 6, 2014. See Deferred Payment form for specifics.
- Late Payment Fee: \$150.00 (charged to unpaid accounts approximately 10 days after due date)
- All statements prepared by the Finance Office will be sent to students via e-Bill only and will be posted to your Capital University Law School email account by December 11, 2013.

TUITION REFUND POLICY

After the drop period ends, to withdraw from an individual course or to withdraw completely from the Law School, the student must complete and submit the appropriate form to the Office of Records & Registration. No refund will be made without such official written notification.

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 to 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 is calculated based upon the withdrawal date as follows:

-drop/withdraw through the 2 nd week of the semester (by January 26, 2014)	100%
-drop/withdraw the 3 rd or 4 th week of the semester (by February 9, 2014)	75%
-drop/withdraw the 5 th or 6 th week of the semester (by February 23, 2014)	50%
-drop/withdraw after the 6 th week of the semester (after February 23, 2014)	0%

RETURN OF FEDERAL FINANCIAL AID

Students must complete at least 60% of the calendar days of the semester/term in order to have earned 100% of awarded federal financial aid. If a recipient of Title IV federal financial aid (Federal Stafford Loan or Federal Perkins Loan) completely withdraws from the University prior to having completed at least 60% of the calendar days of the semester/term, a portion of the federal aid received will have to be returned to the appropriate federal aid programs by the school, student or both. The percentage of federal aid "earned" is equal to the percentage of days completed out of the total number of calendar days in the semester/term, beginning with the official start date of the term thru the last day of classes. Breaks of five (5) days or more are excluded for this percentage calculation. The number of days completed is based on the official withdrawal date.

The University will be responsible for determining the amount of federal financial aid that is unearned and must be returned to the appropriate aid program. Unearned Title IV aid must be returned in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, other Title IV assistance. In some instances **the student may be required to repay** some of the Title IV aid he or she received for non-institutional charges. Also, in some cases, a student may be eligible for a late disbursement of awarded aid if the amount of aid received is less than the amount earned at the point of withdrawal. Non-Title IV financial aid is not affected by this calculation of earned aid. State, institutional and private assistance will be subject to the normal refund guidelines established for the program or by the donor.

If you believe that you may be due a refund after all the calculations described here, it is important that you complete a "Refund Request Form", available on the Student Accounts Office website or in the Law School's Financial Aid Office, and return it to the Student Accounts Office to facilitate the refund to you. If you are required to return unearned funds, you will be notified by the Financial Aid Office. If you are eligible for a late disbursement of earned aid, you will be notified by the Financial Aid Office.