

**Thomas Jefferson School of Law**  
**FALL 2016 TUITION & FINANCE HIGHLIGHTS**

**IMPORTANT DATES**

First Day of Fall Semester	August 15, 2016
Last Day of Fall Semester	December 13, 2016
<b>Payment Due Date</b>	<b>August 8, 2016</b>

**\*\*\* Refund/Withdrawal Policy Effective Date: August 15, 2016\*\*\***

**TUITION AND FEES**

Payment of tuition and fees may be made by check, money order, cash, VISA or MasterCard. Make checks payable to Thomas Jefferson School of Law. Be sure to put your student number on all payments.

Online Credit Card Payment is available on My Village. Make your tuition payments quickly and conveniently using Visa or MasterCard at <https://myvillage.tjisl.edu/selfservice/home.aspx>

**MANDATORY CHARGES**

Tuition (full-time billing rate 12-17 units) ..	\$23,800.00
Tuition (part-time billing rate 7-11 units) ..	\$17,850.00
Tuition (per unit billing rate for 6 or fewer units) ....	\$ 1,725.00
Health Insurance Fall (8/1/2016 – 12/31/2016) .....	\$ 1,126.36
Health Insurance Fall Extension (8/1/2016 –02/28/2017).....	\$ 1,576.90

**OTHER FEES** as appropriate

Check or Credit card returned by bank .....	\$ 25.00
Late Payment Fee.. .....	\$ 25.00
Late Registration Fee .....	\$ 50.00
Padres Parkade Parking for Fall Semester.....	\$ 425.00 (\$85/month * 5 months).

**Payment Plan Service Charge**

2 Payment Plan .....	\$ 25.00
3 Payment Plan .....	\$ 50.00
4 Payment Plan .....	\$ 75.00
5 Payment Plan .....	\$ 100.00

## **STUDENT HEALTH INSURANCE**

Thomas Jefferson School of Law is committed to the health of all our students. Therefore, all students at the law school are required to maintain health insurance throughout their studies. The law school provides comprehensive health care at an affordable price for all students regardless of pre-existing conditions.

**All students will be automatically enrolled unless they currently maintain local health insurance and have completed the online waiver during the designated opt-out timeframe. Students who do not properly opt-out by August 15, 2016 will be enrolled in the health care program until July 31, 2017.**

More information will be sent by the Student Services Office.

## **PAYMENT DUE DATES FOR FALL 2016**

Payment of tuition and fees is due on or before August 8, 2016. If registering on or after August 8th, payment is due at time of registration.

If method of payment is financial assistance, you must be certain your financial assistance packet is complete, and that the certified amount covers your full tuition and fees. If you haven't been approved for financial assistance or if the approval amount does not cover the full tuition, payment in full will be expected.

Students who wish to select a payment plan must submit a PAYMENT PLAN REQUEST FORM to the Student Finance Office by August 1, 2016.

Students who have not paid in full by August 8, 2016, or who have not signed a payment plan or an approved financial assistance packet, will be dis-enrolled from classes. Any re-enrollment will be subject to a \$50.00 re-enrollment fee. Re-enrollment will be for classes that are open at the time payment is made.

## **PAYMENT PLAN DUE DATES FOR FALL 2016**

All students who elect to pay tuition through a payment plan must submit a PAYMENT PLAN REQUEST FORM to the Student Finance Office. Any previous financial obligation must be satisfied in full.

Payment plan's application is due on or before:	August 1, 2016
1 <sup>st</sup> payment on a payment plan is due on or before:	August 8, 2016
2 <sup>nd</sup> payment on a payment plan is due on or before:	September 7, 2016
3 <sup>rd</sup> payment on a payment plan is due on or before:	October 7, 2016
4 <sup>th</sup> payment on a payment plan is due on or before:	November 7, 2016
5 <sup>th</sup> payment on a payment plan is due on or before:	December 7, 2016

Scheduled payments that are not received on or before due dates are subject to a \$25.00 late fee, and may prohibit or delay your enrollment for the next term. Consistently making late payments may jeopardize your eligibility to participate in the payment plan program.

Student Account Statements can be viewed and printed on My Village. It is your responsibility to contact the Student Finance Office prior to the payment due date if you believe you have a payment due and have not received a Student Account Statement or have a question in regards to your payment(s).

### **WITHDRAWAL PROCEDURES**

**\*\*\* Refund/Withdrawal Policy Effective Date: August 15, 2016\*\*\***

If withdrawal from the fall semester becomes necessary, please refer to the **Student Handbook and the tuition refund schedule published below**. Non-attendance in class or notifying the instructor does not constitute an official withdrawal from a course or school. **WITHDRAWALS BECOME EFFECTIVE ON THE DATE THAT A WRITTEN REQUEST IS RECEIVED IN THE REGISTRAR'S OFFICE.**

Recipients of Federal Title IV Aid (Federal Stafford, PLUS and Perkins Loans) are subject to federal return of funds requirements, calculated at the time of withdrawal, to determine earned and unearned aid received for the period. The school is required to return all or part of the unearned aid according to the federal calculation, regardless of charges incurred. Students should contact the Student Finance Office to determine how they will be affected.

### **REFUND POLICY**

All requests for refunds/credits are subject to the governing regulations of the various federal, state and institutional programs. Refunds for students who have received state or federal funds for the semester are returned to the program, as the regulations require. Students fall under this return/repayment responsibility when they are funded through the Stafford Student Loan or Perkins Loan programs or receive grants. Further information may be obtained by contacting the Student Finance Office. Refer to the TJSL Student Handbook for complete details regarding the refund policy and requests for refunds.

### **WITHDRAWAL**

Thomas Jefferson School of Law recognizes that at times it becomes necessary for a student to withdraw from some or all their courses.

1. For students charged the per unit tuition rate: This schedule applies to individual courses dropped.
2. For students charged the per semester tuition rate: This schedule applies when a student has officially withdrawn from the law school or when a student has officially withdrawn from some, but not all courses, resulting in a change in the program of enrollment.

The refund is calculated using the amount that represents the difference between the original rate charged and the rate that would have been charged had the student initially registered in fewer units at the beginning of the term.

For example, if a student is charged at the per tuition rate and later withdraws from some or all of those units, the refund for the dropped units would be calculated based on the percentage of the units dropped, as indicated in the chart below. Similarly, if a student drops enough units to change from full-time to part-time enrollment, the amount of the refund will be the percentage (as indicated in the chart below) of the difference between the full-time and part-time per semester tuition rate.

Week	Time of Withdrawal	Tuition Credit/Refund
1	August 15 – August 22, 2016	100%
2	August 23 – August 29, 2016	90%
3	August 30 – September 6, 2016	80%
4	September 7 – September 12, 2016	70%
5	September 13 – September 19, 2016	60%
6	September 20 – September 26, 2016	50%
7	September 27 – October 3, 2016	40%
8	After October 3, 2016	NO REFUND

### **VETERANS**

Veterans are reminded that they must file a veteran’s registration form each semester to maintain their benefits. Veterans who do not complete the required form will not be certified to the Veterans Administration. Forms are available in the Student Finance Office.

### **OFFICE HOURS/TELEPHONE EXTENSIONS**

Academics Office	7:30 to 6:00 M-Thur. 7:30 to 5:00 Fri ext. 4252	Faculty Office	7:30 to 6:00 M-Th 7:30 to 5:00 Fri ext. 4252/4256
Admissions Office	8:00 to 5:00 M-Fri. ext. 4220/4224	Registrar’s Office	8:00 to 6:00 M-Th 8:00 to 5:00 Fri ext. 4290
Career Services	9:00 to 6:00 M-Th 8:00-5:00 Friday ext. 4235	Student Finance Office	8:00 to 5:00 M, Wed - Fri 8:00 to 6:00 Tue ext. 4334
Externship & Pro Bono Office	8:30 to 5:30 M-Th 8:00 to 5:00 Fri ext. 4341	Student Services Office	9:00 to 6:00 M-Th 8:00 to 5:00 Fri ext. 4203
IT	8:00 to 6:00 M - Th 8:00 to 5:00 Fri Ext. 4357		
	Switchboard E-mail Web address	(619) 297-9700 info@tjssl.edu www.tjssl.edu	