

# SOUTHWESTERN

LAW SCHOOL  
Los Angeles, CA

## Accounts Receivable 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; technical edits made in July 2023.

**Related policies:** None.

**Scheduled Review Date:** July 2025 (Accounting Office)

### A. Student Financial Responsibilities

1. Students must pay their account's tuition and other charges. Southwestern will collect outstanding amounts from students and graduates using all available legal means.
2. Satisfaction of a student's account means payment of tuition and other charges in full, payment in accordance with the deferred schedule as approved by the Accounting Office, and making satisfactory payment arrangements in writing with the Accounting Office.
3. Southwestern may cancel registration for or retroactively withdraw from courses any student whose tuition is in arrears. The student may not continue attending classes until the past-due tuition or fees are paid.
4. The Registrar's Office will not release a diploma for any student whose account is not satisfied or current.

### B. Accounting Office

1. The Accounting Office is primarily responsible for student account collection, including tuition, mandatory fees, library fines, and non-sufficient funds check charges and restitution.

2. The Accounting Office will review the account of every student scheduled to complete their studies and graduate. Every student with a tuition or fees balance will receive a letter that they will be precluded from participating in commencement exercises or receiving a diploma if they do not satisfy their account.
3. The Accounting Office must approve any special payment arrangements. A student who does not satisfy their account as provided in paragraph B(2) will receive a second letter stating that failure to make payment within ten calendar days will result in Southwestern notifying licensing authorities of the student's debt and failure to make any arrangements to satisfy the debt. The student will receive a copy of the proposed statement with the second notice letter.
4. Each semester, the Accounting Office will remind teaching faculty members of the reason for auditing their attendance rosters. Faculty members may not allow an unregistered student to attend course sessions. Faculty members should report to the Registrar's Office any students attending their course who are not enrolled.