

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Student Financial Obligations for Enrollment

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; technical edits made in August 2025, and policy title changed from “Enrollment Terms and Conditions Policy” to better convey content.

Related policies: Financial Aid Policy; Student’s Right to Cancel and Tuition Refund Policy; Return of Title IV Funds Policy; Withdrawing from Southwestern

Scheduled Review Date: July 2026 (Finance Office; Financial Aid Office; Student Services Office)

A. Enrollment Policy

To meet Southwestern’s financial obligations for enrollment, students must pay all tuition and fees owed to the Law School by the applicable deadline(s). For California residents or students enrolled in a California residency program, fees include the mandatory Student Tuition Recovery Fund (STRF) fee required by state law.

While the [Student Billing/Disbursements Schedule](#) provides a general payment timeline, students should refer to their billing reminder emails for specific due dates. Cash and check payments must be submitted to the Finance Office by the dates indicated in the reminders.

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 made by credit card or charge card, and a nonrefundable \$1.75 convenience fee is added for electronic checks.

As a condition of enrollment, students must sign an enrollment agreement. After signing the enrollment agreement, students may withdraw from Southwestern and receive any applicable refund by providing notice to the Student Services Office at the following email or physical address:

Student Services Office
Southwestern Law School
3050 Wilshire Blvd.
Los Angeles, CA 90010-1106
studentservices@swlaw.edu

For information about how to withdraw from the Law School, please refer to the *Withdrawing from Southwestern* policy. For details on timing and refund amounts, consult the *Student's Right to Cancel and Tuition Refund Policy*.

This policy does not apply to financial obligations related to housing. Housing-related financial matters are governed separately by the housing application and contract.

B. Payments

Students may elect to pay tuition in installments through a deferred payment plan, which includes a nonrefundable plan fee incorporated into the scheduled payments. Payments must be made by each due date to ensure the student's enrollment is not subject to cancellation. Payment plan terms and conditions are located in the Colleague Self-Service student portal.

Students agree to pay all other charges when billed. Failing to make timely payments may result in Southwestern canceling the student's enrollment or withholding the student's diploma until outstanding 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 reminder emails. A payment made by a check that is returned unpaid by the payor's bank constitutes a failure to make payment. If Southwestern sues 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 Finance Office will send a reminder email to students' Southwestern email accounts as payment due dates approach.

The Online Student Account Billing Statement (AR) enables students to view a detailed breakdown 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 enrolls in 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 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 email reminder, regardless of whether financial aid may be received.

F. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without notice.