# 2023/2024 Refund Policy and Schedule
## UC College of the Law, San Francisco

BEFORE a student is refunded any tuition and fees that may be due, the student must complete a Leave of Absence/Withdrawal from University Request Form. Additionally, students are encouraged to read Section IX, Leave of Absence and Withdrawal of the UC Law SF Academic Regulations.

## REFUNDABLE FEES

|  | Fall 2023 | Spring 2024 |
|---|---|---|
| Enrollment Fee* | $23,516.00 per semester | $23,515.00 per semester |
| JD Fee Part-Time (CA Resident) | $1,960.00 per unit | $1,960.00 per unit |
| JD Fee Part-Time (Non-Resident) | $2,249.00 per unit | $2,249.00 per unit |
| Non-Resident Tuition (If Applicable for Full-Time JDs) | $3,467.00 per semester | $3,467.00 per semester |
| LLM Fee Full-Time | $23,750.00 per semester | $23,750.00 per semester |
| LLM Fee Part-Time | $1,979.00 per unit | $1,979.00 per unit |
| MSL/CSL Fee | $1,625.00 per unit | $1,625.00 per unit |
| HPL Fee Full-Time | $22,626.00 per semester | $22,626.00 per semester |
| HPL Fee Part-Time (First-Year Students) | $13,198.50 per semester | $13,198.50 per semester |
| HPL Fee Part-Time (Second-Year Students) | $9,427.50 per semester | $9,427.50 per semester |

## NON-REFUNDABLE FEES

|  | Fall 2023 | Spring 2024 |
|---|---|---|
| Activity Fee** | $157.00 | N/A |
| MBE Support Fee*** | $120.00 | N/A |
| Health Services Fee | $483.00 | $482.00 |
| UCSHIP Insurance Premium**** | $2,445.00 | $3,422.00 |

\* Tuition and fees are estimated and subject to change by the State Legislature, the Governor's office or the College's Board of Directors. They are subject to change without notice.

\*\* The student activity fee is charged annually. Students who attend in the Spring semester but not the Fall semester are charged the activity fee in the Spring semester.

\*\*\* MBE Support Fee is charged annually. Students who attend in the Spring semester but not the Fall semester are charged the MBE Support Fee in the Spring semester.

\*\*\*\* The UCSHIP Insurance Premium may be waived for the year with proof of alternate insurance. Contact Student Health Services at healthserviceshelp@uclawsf.edu for more information.

**UC LAW SF REFUND POLICY and SCHEDULE (Course(s) dropped, but the student remains enrolled in term)**

**Before the Add/Drop deadline:**

**JD, LL.M., HPL- Full-time to part-time status (less than 10 units):** Any course(s) dropped PRIOR to the add/drop deadline in any given semester will result in a recalculation of tuition if the revised class schedule results in a student attending less than full-time. **Do be advised that changing to part-time attendance of these programs requires prior approval.**

**JD, LL.M, HPL (part-time only), and MSL, CSL**: Any course(s) dropped PRIOR to the add/drop period in any given semester will result in a recalculation of tuition charges as students in these programs are charged per unit.

*Example:* In-state JD student was enrolled in 9 units and charged an enrollment fee of $17,640 and then elects to drop a 3-unit course before add/drop period. The student in this scenario would then be charged $11,760 as a result of the class change from 9 units to 6 units.

***Note for Part-time students of all programs adjusting schedules and using federal loan funding**: Please be advised that an adjustment to a student's class schedule alters federal loan eligibility. Please consult with the Office of Financial Aid before making an adjustment to your class schedule occurring prior to the add/drop period.*

**After the Add/Drop deadline:**

**All students:** Any course or courses dropped beyond the add/drop period will result in a **100% tuition and fees charge (regardless of a student attending full/part-time).** Tuition and Fees will not be adjusted for any course(s) dropped beyond the add/drop period. The student will not be entitled to a prorated tuition refund whether they paid via Title IV funding (federal loans), private Loan, or paid out of pocket. There are no exceptions to this policy.

If you, however, **plan to drop all classes and withdraw or take a leave of absence from the semester, refer to the sections below.**

**UC LAW SF REFUND POLICY and SCHEDULE (Full Withdrawal/Leave of Absence)**

**Before the first day of classes:** Students must drop all classes or cancel their registration prior to the first day of instruction for the semester to be eligible for a full refund of tuition and fees.

**On and after the first day of classes:** A student who takes a leave of absence or withdraws on and after the first day of classes must complete a leave or withdrawal form. The form will include an official leave/withdrawal date, which will determine if a refund will be given and the amount of such a refund.

Refunds of tuition are made in accordance with the attached UC Law Refund Schedule after complying with the Federal Refund Policy (also known as the Return of Title IV funds). **The Activity Fee, MBE Support Fee, Health Services Fee, and the UCSHIP Insurance Premium are NOT refundable and will be charged in full for the applicable term.**

The prorated refund will be calculated by the number of calendar days from the first day of the semester to the date of the withdrawal. Students are not eligible to receive a refund for dropping all classes or officially withdrawing after the 60% date.

The Office of Fiscal Services will prepare any applicable refund to the student upon receipt of the completed LEAVE of ABSENCE/WITHDRAWAL form from the Registrar's Office. If the student did not sign up for the direct deposit, refund checks are mailed to the student's current address unless other arrangements are made. Students should contact the Office of Fiscal Services at (415) 565-4704 or Financial Aid at (415) 565-4624 with questions relating to the UC Law SF Refund Policy and Schedule.

**Calculation of a tuition refund for a student paying out of pocket example:**

A JD student was registered as a Full-Time student (10 or more units) for the Fall 2023 semester at UC Law SF. The student withdraws from UC Law SF with a last day of attendance of 9/20/2023. Including 9/20/2023, the student attended 31 days out of 117 days in the semester. If the student paid for tuition out of pocket, the tuition calculation would be as follows:

31 days attended divided by 117 days in the semester =26.50% -This is the percentage of tuition UC Law SF will charge

100% minus 26.50% % = 73.50% - This is the percentage of tuition that UC Law SF will refund to the student

- Total tuition for the student's full-time enrollment: $23,516.00
- UC Law SF tuition charged to the student: $6,231.74 ($23,516.00 x 26.50%)
- UC Law SF refund to the student: $17,284.26 ($23,516.00 x 73.50%)

**FEDERAL REFUND POLICY - RETURN OF TITLE IV FUNDS (Full Withdrawals/Leave of Absence)**

Return of Title IV Funds is a federally mandated policy that applies only to students who receive federal financial aid and who withdraw, drop out, are dismissed, or take a Leave of Absence prior to completing 60% of a semester. Return of Title IV Funds will be used to determine how much aid, if any, must be returned to Title IV loan programs. The Title IV funds considered in the policy are the Federal Direct Unsubsidized Loans and the Federal Graduate PLUS loan. The policy does not apply to the Federal Work-Study Program.

The Return of Title IV Funds calculation identifies two types of federal aid, earned and unearned. The earned aid is based on a percentage calculated by dividing the number of days the student completed by the number of days in the payment period. A student who remains enrolled beyond the 60% point earns all disbursed (received) and disbursable aid. Disbursable aid includes aid received and the aid that could have been (but was not) disbursed as of the withdrawal date. If earned aid exceeds disbursed aid, a post-withdrawal disbursement may be made. UC Law SF will first credit post-withdrawal disbursements toward unpaid tuition and fees and McAllister Tower rent.

UC Law SF will offer the student any part of the post-withdrawal disbursement not credited to school charges. Within 30 days of determination that the student withdrew, the Financial Aid Office will provide the student with a written notification of any post-withdrawal funds that are available to the student. No post-withdrawal disbursement will be made if the student does not respond within 14 days of the notification date.

Unearned aid is any disbursed aid that exceeds the amount of Title IV aid the student earned. The unearned aid amount is to be returned to the lender, a responsibility shared by UC Law SF and the student. UC Law SF is responsible for returning the lesser of the total amount of unearned aid or the UC Law SF Institutional charges* multiplied by the percentage of unearned aid. UC Law SF charges used in the Return of Title IV Funds calculation include the amount that had been assessed to the student's account before the student's withdrawal. The student is responsible for the difference between the total unearned amount and the UC Law SF share.

UC Law SF must return its share of unearned funds no later than 45 days after it determines that the student withdrew. Students must repay their share according to the terms and conditions stated in their promissory note(s). Funds returned to lenders by UC Law SF will be distributed first to the Federal Direct Unsubsidized Loan second to the Federal Graduate PLUS loan.

After the Return of Title IV Funds policy is applied, all student aid is subject to the UC Law institutional refund policy for Return of UC Law SF Funds.

**RETURN OF TITLE IV FUNDS EXAMPLE**

A full-time student with California residency status was registered for Fall 2023. There are 117 days in the semester. The student withdrew on 9/20/23. Including 9/20/23 the student attended 31 days of the semester.

Return of Title IV Funds calculation (for the sake of the example):

Step 1:     Types and amounts of Title IV aid received (Net disbursement amounts, after loan fees)
            $10,142.00 Direct Unsubsidized Loan
            $18,089.00 Direct Graduate PLUS
            $28,231.00 Total aid received

Step 2:     Percentage of Title IV earned/unearned

31 days attended divided by 117 days in semester = 26.5%. The percentage of aid the student earned for

the semester is 26.5%. The percentage of unearned aid is 73.5% (100% - 26.5%).

Step 3:      Amount of Title IV aid earned by the student
26.5% of the $28,231.00 aid received = $7,481.22

Step 4:      Total aid to be returned (unearned) by UC Law SF and student
$28,231.00 (aid received) minus $7,481.22 (earned aid) = $20,749.78

Step 5:      Amount to be returned by UC Law SF

Multiply UC Law SF institutional refundable charges of $23,516.00 *(Activity, MBE Support, Health Services, and UCSHIP Premium are excluded as they are non-refundable)* by 73.5% = $ 17,284.26; UC Law SF is responsible for returning the lesser of this amount or the amount from Step 4 ($20,749.78).  In this case, UC Law SF is to return $17,284.26 (rounded up to $17,285) to the Department of Education (the lender).

Step 6:      Allocation of Funds
$10,142.00 will be returned from the Direct Unsubsidized Loan.
$7,143.00 will be returned from the Direct Graduate PLUS Loan.

Step 7:      Unearned Amount Due from Student
Subtract the UC Law SF portion to be returned (Step 5) from the total amount to be returned (Step 4). $20,749.78 - $17,284.26 = ($3,465.52). The student is required to return this amount to the lender; however this can be accomplished under the terms of the promissory note(s) applicable to each loan. In most cases, this simply means the student goes into repayment on the loans.

**RETURN OF UC LAW SF FUNDS**

Please contact the Office of Fiscal Services at fiscal@uclawsf.edu or Financial Aid at financialaid@uclawsf.edu with questions related to the Refund Policy and Schedule.

Institutional charges include the various academic programs' Enrollment fees or tuition and the non-resident tuition fee.

**The Activity Fee, MBE Support Fee, Health Services Fee, and the UCSHIP Insurance Premium are NOT refundable and will be charged in full for the applicable term.**

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UC College of Law
San Francisco
FALL 2023 REFUND SCHEDULE

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Term dates:  August 21, 2023 - December 15, 2023

|  | Month | Date | Day of Term | % of Term Attended | % Earned | % Unearned |
|---|---|---|---|---|---|---|
| **1st day of class** | August | 21 | 1 | 1% | 0.9% | 99.1% |
| | | 22 | 2 | 2% | 1.7% | 98.3% |
| | | 23 | 3 | 3% | 2.6% | 97.4% |
| | | 24 | 4 | 3% | 3.4% | 96.6% |
| | | 25 | 5 | 4% | 4.3% | 95.7% |
| | | 26 | 6 | 5% | 5.1% | 94.9% |
| | | 27 | 7 | 6% | 6.0% | 94.0% |
| | | 28 | 8 | 7% | 6.8% | 93.2% |
| | | 29 | 9 | 8% | 7.7% | 92.3% |
| | | 30 | 10 | 9% | 8.5% | 91.5% |
| | | 31 | 11 | 9% | 9.4% | 90.6% |
| | September | 1 | 12 | 10% | 10.3% | 89.7% |
| | | 2 | 13 | 11% | 11.1% | 88.9% |
| | | 3 | 14 | 12% | 12.0% | 88.0% |
| | | 4 | 15 | 13% | 12.8% | 87.2% |
| | | 5 | 16 | 14% | 13.7% | 86.3% |
| | | 6 | 17 | 15% | 14.5% | 85.5% |
| | | 7 | 18 | 15% | 15.4% | 84.6% |
| | | 8 | 19 | 16% | 16.2% | 83.8% |
| | | 9 | 20 | 17% | 17.1% | 82.9% |
| | | 10 | 21 | 18% | 17.9% | 82.1% |
| | | 11 | 22 | 19% | 18.8% | 81.2% |
| | | 12 | 23 | 20% | 19.7% | 80.3% |
| | | 13 | 24 | 21% | 20.5% | 79.5% |
| | | 14 | 25 | 21% | 21.4% | 78.6% |
| | | 15 | 26 | 22% | 22.2% | 77.8% |
| | | 16 | 27 | 23% | 23.1% | 76.9% |
| | | 17 | 28 | 24% | 23.9% | 76.1% |
| | | 18 | 29 | 25% | 24.8% | 75.2% |
| | | 19 | 30 | 26% | 25.6% | 74.4% |
| | | 20 | 31 | 26% | 26.5% | 73.5% |
| | | 21 | 32 | 27% | 27.4% | 72.6% |
| | | 22 | 33 | 28% | 28.2% | 71.8% |
| | | 23 | 34 | 29% | 29.1% | 70.9% |
| | | 24 | 35 | 30% | 29.9% | 70.1% |
| | | 25 | 36 | 31% | 30.8% | 69.2% |
| | | 26 | 37 | 32% | 31.6% | 68.4% |
| | | 27 | 38 | 32% | 32.5% | 67.5% |
| | | 28 | 39 | 33% | 33.3% | 66.7% |
| | | 29 | 40 | 34% | 34.2% | 65.8% |
| | | 30 | 41 | 35% | 35.0% | 65.0% |
| | October | 1 | 42 | 36% | 35.9% | 64.1% |
| | | 2 | 43 | 37% | 36.8% | 63.2% |
| | | 3 | 44 | 38% | 37.6% | 62.4% |
| | | 4 | 45 | 38% | 38.5% | 61.5% |
| | | 5 | 46 | 39% | 39.3% | 60.7% |
| | | 6 | 47 | 40% | 40.2% | 59.8% |
| | | 7 | 48 | 41% | 41.0% | 59.0% |
| | | 8 | 49 | 42% | 41.9% | 58.1% |
| | | 9 | 50 | 43% | 42.7% | 57.3% |
| | | 10 | 51 | 44% | 43.6% | 56.4% |
| | | 11 | 52 | 44% | 44.4% | 55.6% |

RD 5/31/2023

UC College of Law
San Francisco
FALL 2023 REFUND SCHEDULE

| | | | | | |
|---|---|---|---|---|---|
| | | 12 | 53 | 45% | 45.3% | 54.7% |
| | | 13 | 54 | 46% | 46.2% | 53.8% |
| | | 14 | 55 | 47% | 47.0% | 53.0% |
| | | 15 | 56 | 48% | 47.9% | 52.1% |
| | | 16 | 57 | 49% | 48.7% | 51.3% |
| | | 17 | 58 | 50% | 49.6% | 50.4% |
| | | 18 | 59 | 50% | 50.4% | 49.6% |
| | | 19 | 60 | 51% | 51.3% | 48.7% |
| | | 20 | 61 | 52% | 52.1% | 47.9% |
| | | 21 | 62 | 53% | 53.0% | 47.0% |
| | | 22 | 63 | 54% | 53.8% | 46.2% |
| | | 23 | 64 | 55% | 54.7% | 45.3% |
| | | 24 | 65 | 56% | 55.6% | 44.4% |
| | | 25 | 66 | 56% | 56.4% | 43.6% |
| | | 26 | 67 | 57% | 57.3% | 42.7% |
| | | 27 | 68 | 58% | 58.1% | 41.9% |
| **Last Day for Return to Title IV** | **October** | 28 | 69 | 59% | 59.0% | 41.0% |
| | | 29 | 70 | 60% | 59.8% | 40.2% |
| | | 30 | 71 | 61% | 60.7% | 39.3% |
| | | 31 | 72 | 62% | 61.5% | 38.5% |
| | November | 1 | 73 | 62% | 62.4% | 37.6% |
| | | 2 | 74 | 63% | 63.2% | 36.8% |
| | | 3 | 75 | 64% | 64.1% | 35.9% |
| | | 4 | 76 | 65% | 65.0% | 35.0% |
| | | 5 | 77 | 66% | 65.8% | 34.2% |
| | | 6 | 78 | 67% | 66.7% | 33.3% |
| | | 7 | 79 | 68% | 67.5% | 32.5% |
| | | 8 | 80 | 68% | 68.4% | 31.6% |
| | | 9 | 81 | 69% | 69.2% | 30.8% |
| | | 10 | 82 | 70% | 70.1% | 29.9% |
| | | 11 | 83 | 71% | 70.9% | 29.1% |
| | | 12 | 84 | 72% | 71.8% | 28.2% |
| | | 13 | 85 | 73% | 72.6% | 27.4% |
| | | 14 | 86 | 74% | 73.5% | 26.5% |
| | | 15 | 87 | 74% | 74.4% | 25.6% |
| | | 16 | 88 | 75% | 75.2% | 24.8% |
| | | 17 | 89 | 76% | 76.1% | 23.9% |
| | | 18 | 90 | 77% | 76.9% | 23.1% |
| | | 19 | 91 | 78% | 77.8% | 22.2% |
| | | 20 | 92 | 79% | 78.6% | 21.4% |
| **Last day of instruction** | | 21 | 93 | 79% | 79.5% | 20.5% |
| | | 22 | 94 | 80% | 80.3% | 19.7% |
| | | 23 | 95 | 81% | 81.2% | 18.8% |
| | | 24 | 96 | 82% | 82.1% | 17.9% |
| | | 25 | 97 | 83% | 82.9% | 17.1% |
| | | 26 | 98 | 84% | 83.8% | 16.2% |
| | | 27 | 99 | 85% | 84.6% | 15.4% |
| | | 28 | 100 | 85% | 85.5% | 14.5% |
| | | 29 | 101 | 86% | 86.3% | 13.7% |
| | | 30 | 102 | 87% | 87.2% | 12.8% |
| | December | 1 | 103 | 88% | 88.0% | 12.0% |
| | | 2 | 104 | 89% | 88.9% | 11.1% |
| | | 3 | 105 | 90% | 89.7% | 10.3% |
| | | 4 | 106 | 91% | 90.6% | 9.4% |
| | | 5 | 107 | 91% | 91.5% | 8.5% |

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| | | | | |
|---|---|---|---|---|
| 6 | 108 | 92% | 92.3% | 7.7% |
| 7 | 109 | 93% | 93.2% | 6.8% |
| 8 | 110 | 94% | 94.0% | 6.0% |
| 9 | 111 | 95% | 94.9% | 5.1% |
| 10 | 112 | 96% | 95.7% | 4.3% |
| 11 | 113 | 97% | 96.6% | 3.4% |
| 12 | 114 | 97% | 97.4% | 2.6% |
| 13 | 115 | 98% | 98.3% | 1.7% |
| 14 | 116 | 99% | 99.1% | 0.9% |
| **Semester Ends** 15 | 117 | 100% | 100.0% | 0.0% |

**Last Day of Return To Title IV is October 28, 2023**
**Last Day of Instruction is November 21, 2023**
**Semester Ends on December 15, 2023**
**Dates of the Semester (Payment Period) are Aug 21 - Dec 15, 2023**
**No academic breaks of five consecutive days or more**
**117 Days in semester and Payment Period**

| | |
|---|---|
| Aug | 11 |
| Sept | 30 |
| Oct | 31 |
| Nov | 30 |
| Dec | 15 |
| Days in Semester & Payment Peric | 117 |

Monetary amounts should be in dollars and cents (rounded to the nearest penny).  Round to three decimal places
when calculating percentages.  For example, .4486
would be .449 or 44.9%

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