



University of California College of the Law, San Francisco Drop for Nonpayment and Late Fees Policy

The UC Law SF Drop for Nonpayment and Late Fees Policy is intended to encourage students to enroll and pay tuition, fees, and any outstanding balance on a timely basis. This Policy allows UC Law SF (or the "College") to effectively manage enrollment and registration and provides clear information to students about their financial obligations and the consequences for non-compliance. Additionally, this Policy ensures that students have access to essential support services and resources from the very first day of instruction.

FALL AND SPRING TERMS

The following payment deadlines and late penalties apply to both fall and spring terms.

Payment Deadline	What's Due	Failure to Pay by Deadline Consequence
3:00 p.m., 1st day of the term (first day of classes/instruction as published in the Academic Calendar)	Tuition and fees	\$250.00 non-refundable fee assessed.
3:00 p.m., 3rd day of the term	Tuition, fees + \$250.00 late fee	\$400.00 Non-refundable late fee assessed.
3:00 p.m., 2nd Monday of the term	Tuition, fees + \$650.00 late fee	Students will be dropped from classes. Their registration will be canceled, and they will be placed on an administrative leave of absence for the term*.
<i>*Student may be eligible for reinstatement; see conditions below.</i>		

Late Fees

- The payment deadline for all tuition and fees is 3:00 p.m. on the first day of the term, i.e., the first day of classes/instruction as published on the [Academic Calendar](#). Failure to pay tuition, fees, and any outstanding balance by this deadline will result in a non-refundable \$250 late fee.
- Failure to pay tuition, fees, and any outstanding balance by 3:00 p.m. on the third day of the term will result in an additional non-refundable \$400 late fee.
- Failure to pay tuition, fees, and any outstanding balance in full by 3:00 p.m. on the second Monday of the term will result in the student being dropped from classes, **which means that the student is prohibited from attending all classes**, the student's registration for that term will be canceled, and the student will be placed on an administrative leave of absence for that term. UC Law SF does not have an installment payment plan for tuition and fees. Thus, partial payment is insufficient to avoid being dropped for nonpayment.

Financial Aid Implications

- If a student has timely applied for federal aid and the failure to timely pay tuition and fees are caused solely by the untimely disbursement of federal aid, such student is not subject to late fees or being dropped for non-payment. However, the student must complete and submit a deferment form by the tuition deadline, which is 3:00 p.m. on the first day of the term.
- A student who intends to apply for financial aid but does not do so by the deadline or fails to complete the required financial aid process, including "accepting" sufficient federal loan funding (if this is their intention), by the deadline must pay tuition and fees out-of-pocket or will be dropped for non-payment.

- If a student pays out-of-pocket and later receives financial aid to cover the balance of tuition and fees, they will be refunded the amount paid out-of-pocket.

Reinstatement Conditions

- If a student has been dropped for nonpayment but pays all tuition, fees, and outstanding balances within seven days of being dropped, the Office of Fiscal Services will notify the Dean of Students, who will authorize such student to be reinstated (i.e., moved from an inactive to an active student status) for that term and deemed eligible to enroll in classes.
- There is no guarantee that students who are dropped for nonpayment will be able to register for the same classes in which they were initially enrolled; reinstated students may only register for classes with seat availability.
- Under no conditions would a student be allowed to enroll or reenroll in a course if the student missed an excessive number of classes or the late add would be unduly disruptive to the class.
- The College will not accept payment after seven days of the tuition deadline, which means that the student will be foreclosed from attending UC Law SF for that term once the seven-day period has passed. Partial payment is insufficient to support reinstatement.

Administrative Leave of Absence

- Students who are dropped for nonpayment, placed on an administrative leave of absence, and not reinstated for that term will not be liable for that term's tuition, fees, or late fees.

Future Term Enrollment and/or Leave of Absence Extension

- Students who have been dropped for nonpayment but who are otherwise eligible to continue as a student at UC Law SF may register for courses in a future term but must pay any outstanding balance prior to being allowed to register for the next term of courses. Failure to pay all tuition, fees, and any outstanding balance by the payment deadline of the future term will again result in being dropped for nonpayment and placed on an administrative leave of absence for a single term.
- A leave of absence for an additional term must be requested and approved. Students who do not affirmatively request a leave of absence will be placed on an administrative leave of absence by the College.

SUMMER TERM

The following payment deadline applies to the Summer Legal Institute Session.

Payment Deadline	What's Due	Failure to Pay by Deadline Consequence
3:00 p.m. on the 1st day of the Summer Session (first day of classes/instruction as published in the Academic Calendar)	Tuition	Students will be dropped from classes, and their registration will be canceled.
<i>*Student may be eligible for reinstatement; see conditions below.</i>		

Consequences for Failure to Pay Summer Tuition by the Deadline

- The payment deadline for summer session is 3:00 p.m., on the first day of the summer session in which the student is enrolled, i.e., the first day of classes/instruction as published on the [Academic Calendar](#). Failure to pay tuition by this deadline will result in the student being dropped from classes, **which means that the student is prohibited from attending all classes**, and the student's registration for summer session will be canceled. UC Law SF does not have an installment payment plan for tuition and fees. Thus, partial payment is insufficient to avoid being dropped for nonpayment.

Financial Aid Implications

- If a student has timely applied for federal aid and the failure to timely pay tuition and fees is caused solely by the untimely disbursement of federal aid, such student is not subject to late fees or being dropped for non-payment.
- A student who intends to apply for financial aid but does not do so by the deadline or fails to complete the required financial aid process, including "accepting" sufficient federal loan funding (if this is their intention), by the deadline must pay tuition and fees out-of-pocket or will be dropped for non-payment.
- If a student pays out-of-pocket and later receives financial aid to cover the balance of tuition and fees, they will be refunded the amount paid out-of-pocket.

Reinstatement Conditions

- If a student has been dropped for nonpayment, such student may be able to reregister but must pay all tuition immediately upon registration.
- There is no guarantee that students who are dropped for nonpayment will be able to register for the same classes in which they were initially enrolled; reinstated students may only register for classes with seat availability.
- Under no conditions would a student be allowed to enroll or reenroll in a course if the student missed an excessive number of classes or the late add would be unduly disruptive to the class.

Questions

If you have any questions, please contact the Office of Fiscal Services at (415) 565-4704 or email: fiscal@uclawsf.edu.