

**Glendale University College of Law Refund Policy
2015-1016 Student Handbook**

Tuition Refunds

1. Withdrawal prior to attending any class:
 - a. All tuition and fees are refunded **except** for the application fee.
2. Withdrawal after attending any class:
 - a. The refund will be calculated on a course by course basis.
 - b. Where 60% or less of each course has been completed, there will be a pro rata refund.
 - c. No refund will be given where more than 60% of each course has been completed.
 - d. The refund shall be the amount for the course multiplied by the following fraction:
$$\frac{\text{Hours of instruction for which the student has paid but not received}}{\text{Total hours of instruction for which the student has paid}}$$
 - e. No other fees are refundable.
3. Refund will be calculated based on the date that written notice of withdrawal is received by the law school.
4. Eligible tuition/fee refunds are made by check only; no refunds back to credit cards. The refund check will be mailed to the student no later than 30 days following the receipt of the written notice.

Refund after Academic Disqualification

Students who have been academically disqualified as a result of grades received in the preceding quarter will automatically receive a full refund of tuition and fees paid for the quarter in which they are currently enrolled.

Bookstore Refunds

Study aids and GUCL logo item purchases; all sales final.

Textbooks/Codes/Supplements/Dictionaries; return for credit to student account, no refunds. Item(s) must be returned within the first two weeks of the quarter for which they were purchased and must meet publisher's standards for returnable merchandise as determined by GUCL.