

**SANTA CLARA LAW
LLM/TRANSFER/VISITING/EXCHANGE STUDENT
ORIENTATION HANDBOOK
2018-2019**

Welcome to Santa Clara University School of Law! This handbook contains important information for entering students. You will find details about registration, orientation, tuition, financial aid, the academic calendar, course schedules, student identification cards, parking permits, and other related matters. Please read this information carefully. If you have any questions, please contact the Law Admissions & Financial Aid Office.



Law Admissions & Financial Aid
Charney Hall 109
LawAdmissions@scu.edu
Phone: 408-554-5048
Fax: 408-554-7897
Santa Clara University
500 El Camino Real
Santa Clara, CA 95053-0435

IMPORTANT ACTION ITEMS!!!

THINGS TO DO BETWEEN NOW AND ORIENTATION

- Pay tuition or have your financial aid in place by the financial clearance deadline indicated on your student account. If you have not already done so, be sure to accept your financial aid on [eCampus](#). If you are applying for a Federal Direct PLUS loan, please do so **no sooner** than **July 1**. You can use this anticipated aid to clear your tuition balance. For information about payment methods go to the [Bursar's Office](#) page. Remember the financial clearance deadline is the **due date** not the postmark date.
- Complete the online Financial Aid [Entrance Counseling](#) and sign the [Master Promissory Note \(MPN\)](#) for the unsubsidized Federal Direct Loan and Federal Direct PLUS Loan **no sooner** than **July 1**. Your federal financial aid will not disburse into your account and you will not be able to obtain your refund until you have done both. We strongly recommend that you do this at least two weeks prior to coming to campus.
- Students requesting accommodations must register with Disabilities Resources (DR) by completing the online application at www.scu.edu/disabilities. Once the student has provided all the necessary documentation and completed the application, DR will contact the student welcoming them to DR and providing the steps to schedule an "Intake Appointment." The Intake Appointment will take approximately 45 minutes and will cover an overview of DR services, procedures, expected student responsibility, and a detailed conversation about prescribed accommodations. Please note, all information and documentation are confidential.
- Submit an official copy of your undergraduate transcript showing the date your baccalaureate degree was conferred.

The School of Law requires that all students hold a baccalaureate degree before matriculation at Santa Clara. Newly admitted students must have their undergraduate college or university forward an official transcript showing the date the degree was conferred, directly to the Law Admissions Office, Santa Clara University, 500 El Camino Real, Santa Clara, CA 95053-0435 . **The transcript sent to LSAC does not satisfy this requirement.** We must receive the transcript no later than the first day of orientation or you will be at risk of being administratively withdrawn from the School of Law. **Students who fail to resolve an outstanding transcript issue by October 1 will be administratively withdrawn from the School of Law, and will be responsible for all tuition due as a result of the withdrawal.** Note that students who are administratively withdrawn will have their scholarship offers rescinded, and their federal aid subject to Return to Title IV calculations, which could result in an outstanding tuition balance.

- Purchase the University sponsored health insurance (www.scu.edu/cowell/insurance) plan or complete the online waiver form (www.scu.edu/cowell/insurance) by the **August 17, 2018 deadline date**. Students not completing the waiver by the deadline date will be enrolled into and charged for the annual University sponsored insurance plan.
- All new students enrolled in Santa Clara University must submit the Personal Health History form to Cowell Student Health Services. Up-to-date immunization information is also required. The forms may be found by clicking the following links: [Health History](#) and [Immunization Record](#). It is your sole responsibility to turn in both of these forms.

ORIENTATION WEEK

Attendance at Orientation is very important. During Orientation, you will attend a variety of academic sessions and social events designed to ease your transition to law school. You will find the program academically informative. You will also begin to get to know your fellow classmates and the other members of the law school community. The orientation schedule will be posted later this summer on the [Admitted Students webpage](#). Orientation will be held during the week of August 6th.

There are a number of things that may be taken care of during orientation week. These activities may be done at your convenience beginning August 6th.

ACCESS Card: Your Student ID

The ACCESS card is Santa Clara University's official campus ID, library card, debit card and personalized key to hundreds of SCU facilities. The Law School requires all Law students to obtain an ACCESS Card for use at the Charney Law Library and to show as ID for all exams.

Eliminating the need to carry cash, the ACCESS Card is accepted at all campus restaurants, vending machines, photocopiers, networked printers, libraries, the bookstore and many local merchants. It can even save you California sales tax at campus dining venues if you utilize a meal plan.

The ACCESS Card Office is piloting an online photo submission software that will save you valuable time and effort. At the beginning of July, an email will be sent to your SCU.EDU address with easy instructions for you to submit your own current image for approval. All cards with approved images will be printed and provided to the Law School for distribution at Orientation Check-In. SCU.EDU email access information will be sent to you by early July.

If you are unable to utilize the online photo feature, or meet the submission deadlines, please visit the [ACCESS Card Office](#), which is located in the lobby of the [Benson Memorial Center](#). You must have your photo taken by (TBD by Law School) to be included in the School of Law Student Directory. Please bring a U.S. federal or state issued photo ID or a passport with you to the ACCESS Card Office and be prepared to have your picture taken.

ACCESS Office hours effective June 18 through August 31 are below. Please note we are closed on Monday, September 3.

Monday through Thursday:

9:00 am - 12:30 pm

1:00 pm - 3:00 p.m.

Friday:

9 am - 1 pm

Technology Orientation

Our Law School Computer walk-in sessions are for all first year law students. Our Law Help Desk staff will assist students in configuring laptops for various SCU network resources such as campus printing (Smart Print). Depending on staff availability, assistance with smartphone setup for wireless & e-mail may also be available.

Computer Orientation material is available

Online: <http://law.scu.edu/ltdm/law-school-orientation-computer-checklist/>

Computer Drop-in Sessions are in Charney Hall 111 (Law School Help Desk):

August 7 to 10, 9 a.m.–1 p.m. & 2–7 p.m.

August 11, 9 a.m.–5 p.m.

Santa Clara Law Technical Support

Technical support is available year-round for Santa Clara Law students.

<p>Create a support ticket (recommended) http://lawhelpdesk.scu.edu 24 hours a day</p>	<p>Call or Email Ph: (408) 554-5762 Email: lawhelpdesk@scu.edu</p>	<p>Drop In* The Santa Clara Law Help Desk is located in Charney Hall 111</p>
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*Drop-In support is available at the Law School Help Desk located in Charney Hall 111 during normal business hours. Otherwise, after-hours support is handled by University IT Service Desk at 408-554-5700.

Law School Help Desk Hours:

Visit, <http://law.scu.edu/ltm/>

Monday - Thursday, 9 a.m-7 p.m.

Friday, 9 a.m.-5 p.m.

Closed Saturday, Sunday & Holidays

Santa Clara University IT Service Desk Hours:

Visit, <https://www.scu.edu/technology/computing-services--support/>

Campus Parking Permit

Parking permits are required for all vehicles on university property. Parking permits are available for purchase online via eCampus at <https://www.scu.edu/ecampus/>. The annual fee is \$400. You may pay by cash, check, or credit card. Permit requirements are strictly enforced, and violators will be ticketed. Failure to pay a parking fine will result in a hold on your registration, transcripts, and graduation. Visit the Parking & Transportation Services website at www.scu.edu/transportation for more information about parking, fees, enforcement and incentives.

Purchase Books

You should not purchase your books until you have received your tentative class schedule. Your schedule will be posted to your [eCampus](#) account in early August. Some section assignments may change by Monday, August 13 if it becomes necessary to balance section sizes. Do not write in your books until your section assignment is confirmed on August 13.

**SANTA CLARA UNIVERSITY
SCHOOL OF LAW
ENTERING STUDENTS
FALL - 2018**

General Information for All Students

ACCESS PHOTO IDENTIFICATION CARD: The ACCESS card is Santa Clara University's official campus ID, library card, debit card and personalized key to hundreds of facilities, including the [Pat Malley Fitness Center](#), and both the University and [Law Library](#). Eliminating the need to carry cash, it is accepted at all [campus dining venues](#), ticket offices, vending machines, photocopiers, networked printers, computer labs, the bookstore and many [local merchants](#). For further information, please visit www.scu.edu/access.

ADDRESS CHANGES: All address and/or telephone number changes must be made immediately to ensure that important information mailed to you by the School of Law is received in a timely manner. You may update your address, telephone number and email address online on [eCampus](#).

IMPORTANT

Federal regulations require that students on an F1 Visa have both a local and foreign address on file. It is imperative that you verify and maintain these addresses. It is your responsibility to maintain your current address information on [eCampus](#). Failure to do so may cause you to fall out of status and may result in deportation.

CALENDAR: The fall term begins on **Monday, August 13, 2018**. A copy of the complete [academic calendar](#) is included in this Orientation Book and on the law school web page.

CHARACTER & FITNESS: Honesty, integrity, and a sense of mutual trust are essential to the legal profession. Students preparing to enter the profession should be aware of the importance of these qualities and should conduct themselves honestly in all their professional activities, including the School of Law. A law student shall act with honesty and candor and fulfill obligations of good faith and fair dealing in relations with peers, University faculty and staff, and the professional legal community at large. **All students must pass a character and fitness review through the state bar to be licensed as an attorney.** The bar looks unfavorably on incomplete character and fitness information on your original law school application, they view updates and amendments suspiciously. Please be sure that you have fully disclosed and explained any academic discipline or issues with the law. Refer to your state's bar association web page for more information.

CAMINO/CANVAS: Once you are registered for a class, you will have access to class information such as syllabus and first assignments on Camino. To log in, follow the instructions on this page: <https://www.scu.edu/login/>

STUDENT HEALTH SERVICES AT THE COWELL CENTER

Cowell Student Health Services provides medical care to Santa Clara University students. Your law school tuition entitles you to unlimited visits to Cowell Student Health Services. Whereas these visits do not require any health insurance, there may be associated charges.

The [Student Health Services](#) will have limited hours from August 20, 2018 through September 14, 2018. Please call 408-554-4501 for more information.

Beginning Monday, September 17, 2018, the Student Health Services will return to its normal working hours of Monday through Friday 8:30 a.m. to 5:00 p.m. The Cowell Center will also periodically close for staff meetings. Please call the Cowell Center or visit their website at www.scu.edu/cowell/ for more information.

During after hours when the Student Health Services is closed, students may access medical guidance by calling the Nurse Advice Line at 408-554-4880. A report of your call will be faxed to the Center when it reopens and follow-up care will be given when needed. The Nurse Advice Line is closed during the summer and reopens on August 20, 2018.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS) AT THE COWELL CENTER

Cowell Counseling and Psychological Services (CAPS) provides psychological counseling, group counseling, crisis counseling, educational workshops, and consultation and programming services to Santa Clara University students. All services are confidential within the limits of California law. Staff may also provide consultation to various University departments, faculty members and parents regarding students in crisis. When necessary, students may be referred to the community for continued care.

The clinical staff consists of licensed psychologists and supervised pre-doctoral interns/trainees. CAPS is staffed by pre-doctoral interns during the summer months and CAPS will officially open with all of its professional staff on September 4, 2018.

For more information, please visit CAPS website at www.scu.edu/cowell/.

HEALTH HISTORY AND IMMUNIZATION RECORD

All new students enrolled in Santa Clara University must submit the Personal Health History form to Cowell Student Health Services. Up-to-date immunization information is also required. The forms may be found by clicking the following links: [Health History](#) and [Immunization Record](#). It is your sole responsibility to turn in both of these forms.

HEALTH INSURANCE

All new and continuing students enrolled at least half time in their school or college are required to provide proof of medical health insurance through a mandatory annual on-line process termed “Hard-Waiver Mandatory”. *All F-1 visa students, regardless of number of units, are required to have health insurance.* Students with their own health insurance meeting the waiver requirements must complete the on-line waiver form by the **August 17, 2018 deadline date**. Students who do not complete the on-line waiver form or enrollment into the school sponsored insurance plan by the deadline date will be *automatically enrolled into and charged for the annual insurance plan*. To access the waiver and enrollment forms, as well as health insurance benefit and cost information, go to www.scu.edu/cowell/insurance.

The 2018-2019 school sponsored insurance covers the period from August 15, 2018 to August 14, 2019.

If you have any questions about the insurance, on-line waiver or enrollment forms, please contact Patricia Sandvick at (408) 554-2379 or psandvick@scu.edu.

It is every student’s responsibility to understand the student health insurance requirements.

DISABILITIES RESOURCES: The Office of Disabilities Resources has been designated by the University to ensure access for all students with disabilities to all academic programs and University resources. Our goal is to support the college student with a disability to participate fully in campus life, its

programs and activities. We emphasize growth and individual achievement. We address this goal through the provision of academic accommodations, support services, and auxiliary aids.

For more information or to register with Disabilities Resources visit www.scu.edu/disabilities. Disabilities Resources is located in Benson 216.

EMAIL: Each student is required to open an official SCU e-mail account. Official administrative announcements are sent via e-mail, and students are responsible for checking their e-mail regularly and keeping themselves informed. An official e-mail account may be opened at any computer lab on campus. Once an e-mail has been sent to a student's official SCU e-mail account, the student is considered to have been officially notified. You will receive your SCU e-mail account information after July 1.

FINANCIAL AID: To be considered for federal financial aid (unsubsidized Federal Direct Loan and Federal Direct PLUS Loan) you must file the [Free Application for Federal Student Aid \(FAFSA\)](#). Our school code is **001326**. If you have already submitted your FAFSA and have not yet received a Financial Aid Award Letter, or if you have any other questions about financial aid, please contact the Law Financial Aid Office at (408) 554-5048 or by email at lawfinancialaid@scu.edu.

Your financial aid will not disburse into your account until you complete the [Entrance Counseling](#) and sign your [Master Promissory Notes \(MPN\)](#) for the unsubsidized Federal Direct Loan and Federal Direct PLUS Loan. If you will be applying for the [Federal Direct PLUS Loan](#), you should do that no sooner than July 1 to ensure that your financial aid will be in place by the financial clearance deadline on **July 13**.

HOUSING: Most students live within five miles of the campus. The University has several graduate housing complexes within walking distance of campus. For more information about the University Housing, go to <https://www.scu.edu/living/residential-living-options/graduate/>

LOCKERS: Book lockers are available for rent in Charney Hall. The Student Bar Association (SBA) will be selling lockers during orientation and during the first week of school.

PARKING REGULATIONS: A valid parking permit is required for all faculty, student, and staff parking. The permit requirements are enforced at all times. They are available for purchase online via ecampus at <https://www.scu.edu/ecampus>. The parking fee for 2018-2019 is \$400.00.

E-MAIL: Each student is required to open an official SCU e-mail account. Official administrative announcements are sent via e-mail, and students are responsible for checking their e-mail regularly and keeping themselves informed. An official e-mail account may be opened at any computer lab on campus. Once an e-mail has been sent to a student's official SCU e-mail account, the student is considered to have been officially notified. You will receive your SCU e-mail account information after July 1.

STUDENT BULLETIN: The *Santa Clara University School of Law Bulletin* serves as a reference for law school rules, policies, and procedures. Students are responsible for knowing and following these rules. It also provides a listing of programs and services. The complete bulletin can be found on the law school web page: www.law.scu.edu/bulletin.

UNDERGRADUATE TRANSCRIPT: The School of Law requires that all students hold a baccalaureate degree before matriculation at Santa Clara. Newly admitted students must have their undergraduate college or university forward an official transcript showing the date the degree was conferred, directly to the Law Admissions Office, Santa Clara University, 500 El Camino Real, Santa Clara, CA 95053-0435 . **The transcript sent to LSAC does not satisfy this requirement.** We must receive the transcript no later than the first day of orientation or you will be at risk of being

administratively withdrawn from the School of Law. **Students who fail to resolve an outstanding transcript issue by October 1 will be administratively withdrawn from the School of Law, and will be responsible for all tuition due as a result of the withdrawal.** Note that students who are administratively withdrawn will have their scholarship offers rescinded, and their federal aid subject to Return to Title IV calculations, which could result in an outstanding tuition balance.

STUDENT BULLETIN – FINANCIAL INFORMATION

This section is an excerpt from the Law School Bulletin that can be found online:
<http://law.scu.edu/bulletin/>

Financial Responsibility

Students assume responsibility for all costs incurred as a result of enrollment at Santa Clara University. It is the student's responsibility to be aware of their account balance, financial deadlines, refund policies and maintain valid contact information at all times to ensure receipt of all University correspondence in a timely manner. All major correspondence is sent to the student's SCU gmail account which is the official email system used by the University. Students are responsible to check their Santa Clara gmail regularly for important information and updates.

Financial Terms and Conditions

Students are required to accept the financial terms and conditions outlined by the University in order to continue their enrollment at SCU. Students will be prompted to accept the terms and conditions, on an annual basis, upon their login to eCampus. Students will not have access to their Student Center until they have read and agreed to the information contained on the page(s) prompted. By accepting SCU's financial terms and conditions, students are agreeing to pay for services rendered by the University and to abide by all policies and procedures as published.

Tuition and Fees

The Board of Trustees, upon the recommendation of the President and the Provost, sets the annual academic year tuition rate and the summer session tuition rate for all programs. Students are charged tuition based on the rates approved by the Board of Trustees. Refer to: www.scu.edu/bursar/tuition for details. Tuition and fee rate differences found in other publications will not be honored.

Application Fee (nonrefundable) \$75.00

Deposits:

Initial tuition deposit \$250.00

Final tuition deposit \$550.00

Tuition and Fees:

First-year, full-time division students
(per year)
(Tuition is charged on a per unit
basis) \$50,624.00

First-year, part-time division students
(per year)
(Tuition is charged on a per unit
basis) \$37,968.00

Upper-division students (per semester
unit) \$1,808.00

LL.M. students (per semester unit) \$2,028.00

Student Health Insurance (annual fee) \$2,968.00 (pending CA Division of
Insurance final approval)

Late payment fee (per billing
statement) \$100.00

Students in the Law School/Business School combined degree program are charged Law tuition rates for Law courses and MBA or MSIS tuition rates for Business courses.

SCU students studying at an international exchange institution pay tuition to SCU at standard rates. Students from international exchange institutions studying at SCU pay tuition to their home institution.

SCU students studying at a domestic visiting institution pay tuition to the institution they are attending. Students from a domestic visiting institution studying at SCU pay tuition to SCU at the standard applicable rate.

Students in the Law School consortium (SCU, USF, Golden Gate University, UC Davis, UC Berkeley) take courses at their home institution and can take a class at a consortium institution. Students from consortium schools taking classes at SCU pay tuition to their home institution.

The Law registration cancellation fee is not assessed in the fall semester of the first year of enrollment.

HEALTH INSURANCE

Santa Clara University requires all degree seeking students enrolled at least half-time in their school or college to have health insurance (excluding certificate and online programs). In addition, **all F-1 and J-1 visa students** must have health insurance regardless of type of degree or number of units. All J-1 students should contact the Global Engagement Office at Santa Clara University for assistance with their insurance enrollment. This requirement helps to protect against unexpected high medical cost and provides access to quality health care.

Students may purchase the university sponsored **United Healthcare PPO** Student Health Insurance Plan, but are not required to if they can provide proof of other insurance coverage comparable to the United Healthcare PPO Student Health Insurance Plan. The United Healthcare PPO insurance plan begins on August 15, 2018 and terminates on August 14, 2019. The annual premium cost is \$2,968.00 (pending CA Division of Insurance final approval). Students with comparable health insurance must complete the Online Waiver Form with their own insurance information prior to the **August 17, 2018 FINAL waiver deadline date**. To access the waiver and enrollment form please go to www.scu.edu/cowell/insurance and click on **Click Here** located on the page. You will be taken to the Gallagher Student Login Page for Santa Clara Students. In the Student Access column on the left click the option Student Waive/Enroll and follow the prompts.

All students will be subject to the waiver and insurance billing process below:

- **By July 26, 2018** – Health Insurance Waiver must be completed to avoid being charged \$2,968.00 to your student account for the annual health insurance.
- **After July 26, 2018** – Online Health Insurance Waiver form must be completed by the law **waiver deadline date of August 17, 2018** in order to have the health insurance charge reversed from the student account within 3-5 business days.
- **After August 17, 2018** – The health insurance charge will remain on the student account until paid. **THIS CHARGE WILL NOT BE REVERSED** and must be paid along with all late payment fees.

All F-1 visa international students, regardless of number of units, must be enrolled in the SCU-sponsored health insurance plan unless the student meets one of the **waiver exceptions** below. Please see Cowell website at www.scu.edu/cowell/insurance for detailed information.

- Currently an enrolled dependent on a spouse/parent/partner or employee US based and Affordable Care Act compliant plan.
- Attending SCU through the Saudi Arabian Cultural Mission (SACM) program and currently enrolled in the SACM-sponsored United Healthcare insurance plan.

The following types of insurance plans/programs are not acceptable and will not be considered:

- Insurance plans called Travel Insurance do not provide acceptable coverage and may not be used for insurance coverage while at Santa Clara University.
- Short Term Medical Plans that are available to purchase on a weekly or monthly basis.
- Socialized medicine policies, including Canadian policies are not acceptable as insurance coverage while at Santa Clara University.
- International insurance plans that are underwritten in a country outside of the United States.
- California Medi-Cal health plans that do not have assigned benefit coverage in Santa Clara County, California, US. Your Medi-Cal must have assigned benefits in Santa Clara County, California, US.
- Out-of-state Medicaid insurance plans do not cover students in California and thus is not eligible coverage to complete the waiver form.
- Health Insurance plan must be in place for the entire time you are an enrolled student at the university.

In addition, your health insurance plan must include the following benefits/services:

- Health insurance plans must provide benefits for Medical Evacuation and Repatriation of Remains. A minimum of \$50,000 is required for Medical Evacuation and a minimum of \$25,000 is required for Repatriation of Remains. (**International Student requirement**)
- Health insurance policy must provide unlimited lifetime maximum coverage. Benefits cannot have a specific maximum amount.
- Pre-existing conditions must be covered (with no waiting period).
- Health insurance plans must provide coverage for inpatient and outpatient hospitalization in Santa Clara County, California, US.
- Health insurance plans must provide access to local doctors, specialist, hospitals and other health care providers in emergency and non-emergency situations in Santa Clara County, California, US.
- Health insurance plans must provide coverage for lab work, diagnostic x-rays, emergency room treatment, ambulance services and prescription coverage in Santa Clara County, California, US.
- Health insurance plans must provide coverage for inpatient and outpatient mental health.

All law students, regardless of their insurance, are welcome to use the Cowell Health Center at any time. The Cowell Center does not bill insurance companies. All charges will be posted to your student account. Students may request a receipt for charged services to submit to their insurance company for any reimbursement according to their plan benefits.

PARKING PERMITS

Parking permits are required for all users of University parking facilities. Permits can be purchased at [Transportation Services](#).

HOUSING PLANS

Housing plans are available at www.scu.edu/housing/.

BILLING AND PAYMENT PROCEDURES

Student Accounts and Billing

Students assume responsibility for all costs incurred as a result of enrollment at Santa Clara University and agree to abide by applicable University policies and procedures. Students may designate a third party (e.g., parent, family member, spouse) to be an authorized user for the purpose of reviewing student account/billing information and remitting payment on the student's behalf. However, it is ultimately the student's responsibility to make sure all financial obligations are completed by the published deadlines.

Students will have monthly billing statements available through the SCUPay site, which is assessable via eCampus. A billing notification is sent to the student's SCU gmail account and to the email address of any authorized user. Students may also forward their billing statement(s) electronically to any third party they authorize for remittance. Please note that information on a student's account cannot be provided to any third party payer unless a completed Family Educational Rights and Privacy Act (FERPA) form authorizing its release by the student is on file with the University.

Students are obligated to pay the applicable tuition and fees associated with their enrollment status by the published term payment deadline. Students enrolling after the initial payment deadline may be required to pre-pay for their enrollment. **Registered students who do not withdraw formally from the University are responsible for all tuition and fees assessed to their account, as well as any penalty charges incurred for nonpayment. Nonattendance does not relieve the student of his or her obligation to pay tuition and fees.**

More helpful information, including detailed instructions on Santa Clara's billing and payment procedures, is located at the website: www.scu.edu/bursar.

Billing dates and deadlines

Fall 2018 – Billing available July 1; payment due by July 21

Spring 2019 – Billing available December 1; payment due December 21

Summer 2019 – Billing available May 1; payment due May 21*

*(summer abroad program tuition is due April 21)

Payment Methods

Santa Clara University offers a variety of payment methods to students to assist with their financial obligations:

Payment by Electronic Check

Students may remit payment quickly and securely, through the online SCUPay site, by authorizing a fund transfer directly from their personal checking or savings account. *Please note, payment from a money market or line of credit account may fail. Please check with your banking institution beforehand.*

Term Payment Plan

Students may remit payment monthly by enrolling in a term payment plan, which is located in the SCUPay site. All payments are remitted to Santa Clara via ACH and students must enter their banking information, and remit their first payment, at the time of enrollment. There is a \$40 non-refundable enrollment fee and students must have a US bank account to enroll in a term plan. Please note there are no payment plans for the summer session.

Payment by Mail

Mail check payable to Santa Clara University, and a copy of the billing statement, to: SCU Payment Processing, P.O. Box 550, Santa Clara, CA 95052-0550.

Payment in Person

Students may walk-in cash or check payment to the OneStop Office, located in the Admissions & Enrollment Services Building. Regular business hours are Monday-Friday, 8:30am-5:00pm. The OneStop office is not able to accept any electronic form of payment, including debit or credit cards. However, there are computer kiosks within the office to assist with remitting an online payment.

International Payment by Wire Transfer

International students may remit payment quickly and securely by going to www.flywire.com/scu. Students are able to benefit from excellent exchange rates and payment can often be made in the student's home currency.

Delinquent Payments

If all charges on a student's account are not cleared by payment, financial aid, or loan disbursement, a late payment fee will be assessed to the student's account and a hold will be placed on the student's record. A hold on a student's record prevents the release of transcripts, diplomas and prevents access to any registration and other University services. Students who have unpaid accounts at the University or who defer payment without approval are subject to dismissal from the University. All unpaid balances will accrue ten percent interest per annum on the balance remaining from the date of default in accordance with California State law.

Delinquent student accounts may be reported to one or more of the major credit bureaus and may be forwarded to an outside collection agency or an attorney for assistance in recovering the debt owed to the University. The student is responsible for all costs incurred to collect outstanding debt, including but not limited to accrued interest, late fees, court costs, collection fees, and attorney fees. All outstanding bills and costs of collection incurred by the University must be paid in full prior to a student re-enrolling at the University.

Billing Disputes

If a student believes there is an error on his or her billing statement, a written explanation should be forwarded to: Santa Clara University, Bursar's Office, 500 El Camino Real, Santa Clara, CA 95053-0615. The Bursar's Office must receive written correspondence within 60 days from the billing statement date on which the error appeared. Communication can be made by telephone, but doing so will not preserve the student's rights.

Communication should include the student's name, SCU identification number, the amount in question, and a brief explanation. Payment for the amount in question is not required while the investigation is in progress. An adjustment will be made on the student's account for any incorrect charges. If the amount in question is found to be valid, payment must be submitted to the Bursar's Office immediately upon notification.

Tuition Insurance Protection

Students and families may protect themselves against financial loss due to unexpected withdrawal from the University, for medical reasons, by purchasing tuition insurance coverage. The University has identified an insurance company, A.W.G. Dewar Inc., to provide an optional insurance protection plan. This plan is designed to protect from loss of funds paid for tuition should it be necessary to withdraw

completely from the University during the term for medical reasons. Information on the tuition insurance plan can be found at www.collegerefund.com and available on the Bursar's Office website.

Tuition Refund Process and Policy

Process – Students may be eligible for a refund if there is a credit reflecting on the account. The refund process will begin after week 1 of the term. Below is the criteria for refunding purposes:

- Account must reflect a credit balance
- Student cannot be enrolled in a payment plan
- Encumbered time has lapsed (21 days for personal check, 7 days for online payment)
- Payment by wire transfer will be returned via the same method
- No refunds for overpayments made on an account, unless student drops or withdraws

Policy – Students who formally withdraw from the University or drop courses are eligible for a tuition refund in accordance with the policies outlined below. No refunds are made for registration fees, student activity fees, or course audit fees.

The effective date used for the determination of any refund of tuition is the date on which notification of withdrawal is received by the student's respective Records Office, not the last date of attendance by the student. Neither dropping all courses via eCampus nor informing an individual faculty member, an academic department, or the Dean's Office constitutes an official withdrawal from the University. The official date of withdrawal from the University cannot be backdated prior to the date on which the student submits the applicable withdrawal form or notification to Law Student Services. The Records Office for the Law School is Law Student Services (lawstudentservices@scu.edu or 408-554-4766).

Fall and Spring Semesters

Students who withdraw from the University, drop courses or are approved for a leave of absence, during the fall or spring semester, will receive a tuition refund in accordance with the following:

The start of the semester is considered to be the first date on which instruction begins in the School of Law. The following schedule does not apply to students who reduce their course load.

– Students who withdraw from the University or drop courses by the end of the first week of classes will receive a full refund of tuition for the semester.

– Students who withdraw from the University or drop courses by the end of the second week of classes will receive a 60 percent refund of tuition for the semester.

– Students who withdraw from the University or drop courses by the end of the third week of classes will receive a 40 percent refund of tuition for the semester.

– Students who withdraw from the University or drop courses by the end of the fourth week of classes will receive a 20 percent refund of tuition for the semester.

– Students who withdraw from the University or drop courses after the fourth week of classes will receive no tuition refund for the semester.

Please note: Students may drop courses on eCampus until 11:59 p.m. on the Sunday immediately following the beginning of the semester and still receive 100 percent refund. However, this is only valid if

a student has no registration holds and does not require assistance from a staff member. All other transactions must be completed by 5 p.m. on the first Friday of the semester.

Summer

Students who drop a course(s) during the summer term are eligible for a refund of tuition charges in accordance with the policies outlined below. No refunds are made for registration fees or course audit fees.

– Students who withdraw from the University or drop courses by the end of the first week of classes will receive a full refund of tuition for the term.

– Students who withdraw from the University or drop courses by the end of the second week of classes will receive a 50 percent refund of tuition for the term.

Weekend/Off Cycle/Short-Term Courses

Students must provide the Law Student Services Office with a written request to drop these courses. To receive tuition refunds from the Bursar's Office, these course drops must be handled administratively. Students should NOT drop these classes themselves through eCampus after the first week of the semester. Consult the schedule of classes for refund options for individual off cycle courses.

Please Note: If you withdraw or drop below half-time status you may no longer be eligible to receive financial aid or student loans. Your account will be adjusted accordingly and the aid returned to the appropriate program. If you have received a refund for these funds, you must reimburse Santa Clara University immediately. For more information on financial aid forfeiture, please visit the Financial Aid website or make an appointment with your financial aid counselor.

Financial Hardship

Students who withdraw from the University or drop courses due to an illness, injury, or psychological/emotional condition are eligible for a tuition refund in accordance with the schedule above. Tuition insurance may be purchased to cover tuition charges for medically related withdrawals that occur after the first week of the semester.

Santa Clara University degree students who withdraw from the University or who are administratively withdrawn from the University after the fourth week of the semester due to a qualifying financial hardship may be eligible for an allocation from the student hardship fund for 20 percent of the tuition charges for that term. Qualifying financial hardships include: (1) death, disabling injury, medical emergency, (2) loss of job by an independent student, (3) medical or other emergency involving a dependent of an independent student, and (4) student deployment for active military duty. The Vice Provost for Student Life or designee, in consultation with the Financial Aid Office, will determine qualifying financial hardships and any allocation from the student hardship fund. Students must submit a request for an allocation from the student hardship fund by the end of the applicable term.

No tuition refunds are made because of curtailed services resulting from strikes, acts of God, civil insurrection, riots or threats thereof, or other causes beyond the control of the University.

ACADEMIC CALENDAR 2018-2019

Fall Semester 2018

June 4-8, 2018	Monday – Friday	Registration: upper division
July 21, 2018	Saturday	Financial clearance deadline for all upper-division students
August 6- 10, 2018	Monday – Friday	First Year Orientation
August 11, 2018	Saturday	Saturday classes begin
August 13, 2018	Monday	Classes begin
August 17, 2018	Friday	Last day for late registration
September 3, 2018	Monday	Labor Day: academic and administrative holiday
September 7, 2018	Friday	Last day to file for pass/no pass option at Student Services
October 1, 2018	Monday	Last day to petition for 2018 or 2019 degree
October 5, 2018	Friday	Last day to request an administrative exam reschedule

October 8-9, 2018	Monday – Tuesday	Fall recess – no classes (Student Services Office closed)
October 10, 2018	Wednesday	Administrative Monday: All Monday classes, meet in place of all Wednesday classes
November 21, 2018	Wednesday	Classes end
November 22-23, 2018	Thursday – Friday	Thanksgiving: academic and administrative holidays
November 24-27, 2018	Saturday – Tuesday	Reading period
November 28 – December 14, 2018	Wednesday – Friday	Examinations
December 15, 2018 – January 4, 2019	Saturday – Friday	Holiday recess
December 24-25, 2018	Monday – Tuesday	Christmas: administrative holiday
December 31, 2018 – January 1, 2019	Monday – Tuesday	New year: administrative holiday

Spring Semester 2019

October 15-19, 2018	Monday – Friday	Registration period: upper division
December 21, 2018	Friday	Financial clearance deadline for all students
January 5, 2019	Saturday	Saturday classes begin
January 7, 2019	Monday	Classes begin
January 11, 2019	Friday	Last day for late registration
January 21, 2019	Monday	Martin Luther King Day: academic and administrative holiday – no classes
February 1, 2019	Friday	Last day to file for pass/no pass option
February 18, 2019	Monday	President’s Day: academic and administrative holiday – no classes
February 19, 2019	Tuesday	Administrative Monday: All Monday classes meet in place of all Tuesday classes
March 1, 2019	Friday	Last day to request an administrative exam reschedule

March 11-16, 2019	Monday – Saturday	Spring break – no classes
April 19-20, 2019	Friday – Saturday	Good Friday: academic and administrative holiday
April 24, 2019	Wednesday	Administrative Friday: All Friday classes meet in place of all Wednesday classes
April 24, 2019	Wednesday	Last day of class
April 25-28, 2019	Thursday – Sunday	Reading period
April 29 – May 15, 2019	Monday – Wednesday	Examinations
May 17, 2019	Friday	Graduate Liturgy
May 18, 2019	Saturday	Commencement, 9:30 AM, Mission Gardens
May 27, 2019	Monday	Memorial Day: administrative holiday

Summer Session 2019

April 1-5, 2019	Monday – Friday	Registration period
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May 21, 2019	Tuesday	Financial clearance deadline for all students
May 28, 2019	Tuesday	Classes begin
June 3, 2019	Monday	Last day to add/drop
June 24, 2019	Monday	Last day to request an administrative exam reschedule
July 4, 2019	Thursday	Independence Day Celebration: academic and administrative holiday
July 16, 2019	Tuesday	Administrative Thursday: All Thursday classes meet in place of all Tuesday classes
July 16, 2019	Tuesday	Last day of class
July 17 – 18, 2019	Wednesday – Thursday	Reading Period
July 19- 20, 2019	Friday – Saturday	Examinations

All dates inclusive. Dates are subject to change.

IMPORTANT LINKS

1L Schedules: <http://law.scu.edu/course-schedule-1l/>

Academic Calendars: <http://law.scu.edu/academics/academic-calendar/>

Access Card Office: <http://www.scu.edu/access/>

Admitted Student webpage: <http://law.scu.edu/admissions/newly-admitted-students/>

Bronco Corner Bookstore: <http://www.scu.edu/auxiliaryservices/bookstore/>

Bursar's Office: <http://scu.edu/bursar/>

Camino/Canvas: <https://camino.instructure.com/>

Campus Map: <http://www.scu.edu/map/>

Direct Student Loans: <https://studentloans.gov>

Disabilities Resources: www.scu.edu/disabilities

eCampus: <https://ecampus.scu.edu>

FAFSA: <http://www.fafsa.ed.gov>

Law Help Desk: <http://law.scu.edu/ltdm>

Student Health Insurance: www.scu.edu/cowell/insurance