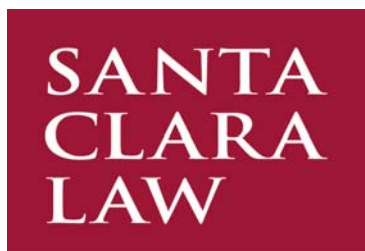


# **SANTA CLARA LAW LLM/TRANSFER/VISITING/EXCHANGE STUDENT ORIENTATION HANDBOOK 2017-2018**

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  
[LawAdmissions@scu.edu](mailto: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

We will register you for classes in early August following the financial clearance deadline. However, your registration will not be complete until you do all of the following:

- 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 Direct Grad 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.
- Complete the [online Financial Aid Entrance Interview](#) and [e-sign the Master Promissory Note](#) for the Ford Federal Direct Stafford Loan and Graduate PLUS **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. The link for both items is: <https://www.studentloans.gov/>
- Students requesting accommodations must register with Disabilities Resources (DR) by completing the online application at [www.scu.edu/disabilities](http://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. Transcripts must be sent directly from your undergraduate institution to: Santa Clara University School of Law, Admissions Office, 500 El Camino Real, Santa Clara, CA 95053-0435 and should be received prior to the start of classes. **The transcript sent to LSAC does not satisfy this requirement.** When ordering your official transcript, you should also order a couple of copies, sealed, for your records. You might need them later for job interviews.
- Purchase the University sponsored health insurance ([www.scu.edu/cowell/insurance](http://www.scu.edu/cowell/insurance)) plan or complete the online waiver form ([www.scu.edu/cowell/insurance](http://www.scu.edu/cowell/insurance)) by the **August 18, 2017** 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](#). The official Orientation for transfer, visiting, LLM, and exchange students is Wednesday, August 9 and Thursday, August 10.

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 7<sup>th</sup>.

## **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 Heafey 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, ticket offices, vending machines, photocopiers, networked printers, libraries, the bookstore and many local merchants. It can even save you California sales tax at campus dining venues and 13% on photocopying.

The [ACCESS Card Office](#) is located in the lobby of the [Benson Memorial Center](#) in room 106. You must have your photo taken 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.

The ACCESS Office Hours are:

<u>Date</u>	<u>Time</u>
Mon. 8/7/17	9 a.m.-12:30 p.m. & 1-3 p.m.
Tues. 8/8/17	9 a.m.-12:30 p.m. & 1-3 p.m.
Wed. 8/9/17	9 a.m.-1 p.m. & 2-6 p.m.
Thurs. 8/10/17	9 a.m.-12:30 p.m. & 1-3 p.m.
Fri. 8/11/17	9 a.m. - 1 p.m.
Mon. 8/14/17	9 a.m.-12:30 p.m. & 1-3 p.m.

## **Computer 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) and accessing our campus wireless network. 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/ltm/law-school-orientation-computer-checklist/>

**Computer Drop-in Sessions are in Bannan Hall 137 (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.

<b>Create a support ticket (recommended)</b> <a href="http://lawhelpdesk.scu.edu">http://lawhelpdesk.scu.edu</a> 24 hours a day	<b>Call or Email*</b> Ph: (408) 554-5762 Email: <a href="mailto:lawhelpdesk@scu.edu">lawhelpdesk@scu.edu</a>	<b>Drop In*</b> The Santa Clara Law Help Desk is located in Bannan Hall 137
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\*Phone and Drop-In support are available at the Law School Help Desk located in Bannan Hall 137.

**Law School Help Desk Hours:**

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

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

Closed Saturday, Sunday & Holidays

**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 Transportation Services at [www.scu.edu/transportation](http://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 14 if it becomes necessary to balance section sizes. Do not write in your books until your section assignment is confirmed on August 14.

**SANTA CLARA UNIVERSITY**  
**SCHOOL OF LAW**  
**ENTERING STUDENTS**  
**FALL - 2017**

**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](http://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 14, 2017**. 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 16, 2017 through September 15, 2017. Please call 408-554-4501 for more information.

Beginning September 18, 2017, 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/](http://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 16, 2017.

### **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 1, 2017.

For more information, please visit CAPS website at [www.scu.edu/cowell/](http://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 18, 2017 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](http://www.scu.edu/cowell/insurance).

The 2017-2018 school sponsored insurance covers the period from August 15, 2017 to August 14, 2018. 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](mailto: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](http://www.scu.edu/disabilities). Disability 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 (Ford Federal Direct Stafford Loan and Direct Grad PLUS Loan) you must file a [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 the Law Financial Aid Office at (408) 554-5048 or by email at [lawfinancialaid@scu.edu](mailto:lawfinancialaid@scu.edu).

Your financial aid will not disburse into your account until you complete the [Loan Entrance Counseling Exam](#) and [sign your master promissory notes](#) for the Ford Federal Direct Stafford and Graduate PLUS Loans. You must electronically sign the master promissory note by visiting the Direct Student Loan web site at <https://www.studentloans.gov>. If you will be applying for the [Grad 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 14.**



**HOUSING:** Most students live within three to 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 Bannan Hall. The Student Bar Association (SBA) will be selling lockers during orientation and during the first week of school if they don't sell out.

**MAIL FOLDERS:** Each student is assigned a mail folder in the Levy Student Lounge for school correspondence only. The law school is not responsible for distributing personal first class mail; be sure to inform family and friends of an appropriate mailing address. Students who have requested non-disclosure are not provided with a mail folder unless they request one.

**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 on-line via eCampus at <https://www.scu.edu/ecampus>. The parking fee for 2017-2018 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](http://www.law.scu.edu/bulletin).

**UNDERGRADUATE TRANSCRIPT:** The School of Law requires that all students have on file an official copy of their undergraduate transcript showing the date their degree was conferred. This transcript must be sent directly to the Law Admissions Office. The transcript sent to us by LSAC does not fulfill this requirement. Students who do not comply with this requirement will not be allowed to register for second semester courses and will not receive credit for completion of the first semester. Santa Clara University undergraduates do not need to have a transcript sent. When ordering your official transcript, you should also order a couple of copies, sealed, for your records. You might need them later for job interviews.



# FINANCIAL INFORMATION

## **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 and financial aid information, and maintain current valid contact information at all times to ensure receipt of all University correspondence in a timely manner. All major correspondences are sent using the University's official gmail account. Students are responsible to check their Santa Clara gmail 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](http://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
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### **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)	\$48,916.00
First-year, part-time division students (per year) (Tuition is charged on a per unit basis)	\$36,687.00
Upper-division students (per semester unit)	\$1,747.00
LL.M. students (per semester unit)	\$1,960.00
Registration cancellation fee (academic year)	\$250.00
Student Health Insurance (annual fee)	\$2,968.00 ( <i>pending CA Division of Insurance final approval</i> )
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 fall semester of the first year of enrollment.

## **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”. Students with their own health insurance meeting the waiver requirements must complete the on-line waiver form by the **August 18, 2017 deadline date**. Students who do not complete the on-line waiver form or enrollment into the school sponsored UnitedHealthcare 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 UnitedHealthcare benefit information, please go to [www.scu.edu/cowell/insurance](http://www.scu.edu/cowell/insurance).

The 2017-2018 school sponsored insurance is a United Healthcare PPO plan. The Law annual insurance cost is \$2,968,00 and covers the period from August 15, 2017 to midnight on August 14, 2018. 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](mailto:psandvick@scu.edu).

***It is every student’s responsibility to understand Santa Clara University’s health insurance requirements.***

## **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 <http://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 payments 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 receive monthly bills electronically via a third-party vendor that are accessible through University eCampus. Billing notification will be sent to the student's assigned SCU gmail account and to the email address of any authorized user. Students may also forward their billing statements electronically to any third party they authorize for remittance. 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 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 accounts 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.

### **Billing dates and deadlines**

Fall 2017 – Billing available July 1; payment due July 21. **Payment due July 14 for first-year students**

Spring 2018 – Billing available December 1; payment due December 21

Summer 2018 – 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**

A student or authorized user may make online payments by authorizing a fund transfer directly from their personal checking or savings account through a third-party website accessible via the University eCampus system. The payer is able to make electronic check payments online without incurring a transaction fee.

### **Payment by Mail**

Please make sure to include a copy of the billing statement when remitting payment by mail and send to: SCU Payment Processing, P.O. Box 550, Santa Clara, CA 95052-0550. This box is only for tuition/fee payments.

### **Payment in Person**

Payments for student account charges may be made in person by cash or check only at the Enrollment Services Center (One Stop). The University does not accept debit or credit cards for payment of tuition and fees. There are computer kiosks located at the One Stop area for the convenience of students and their payers who wish to make electronic payments.

### **Extended Payment Options**

For students and their families wishing to spread payments over a period of time, the University offers term payment plans, which are available through the online billing system via eCampus. There is a modest fixed fee to enroll in these plans, but no interest is charged during the payment term. Information about these plans is available on the Bursar's Office website.

## **DELINQUENT PAYMENTS**

If all charges on a student's account have not been 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 or diplomas, prevents access to any registration services, and may limit access to 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 10 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 their families may protect themselves against financial loss due to an 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 tuition 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 is available from the Bursar's Office and on its website.

### **TUITION REFUND POLICY AND PROCESSES**

**Process** - Refunds will be granted only for student accounts reflecting a credit balance. A refund will not be granted based on anticipated aid. All financial aid must be disbursed into a student's account before a refund is processed. It is the student's responsibility to make sure that all necessary documentation is completed and submitted to the Financial Aid Office so that aid can be disbursed properly and in a timely fashion. Payment received by personal check will have a 21-day hold before a refund can be issued; a 5-day hold for electronic check payments.

**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, less the applicable registration cancellation fee.
- 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, less the applicable registration cancellation fee.
- 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, less the applicable registration cancellation fee.
- 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, less the applicable registration cancellation fee.
- 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 session 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.

## **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 ([www.scu.edu/bursar/tuitionprotection/](http://www.scu.edu/bursar/tuitionprotection/)) may be purchased prior to the beginning of the academic semester 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 third week of the term due to a qualifying financial hardship may be eligible for an allocation from the student hardship fund for 25 percent of the tuition charges for that term. Qualifying financial hardships include: (1) death, disabling injury, medical emergency, or loss of job of the parent or guardian of a dependent student; (2) loss of job by an independent student, (3) medical or other emergency involving a dependent of an independent student, and (4) deployment for active military duty of a student. 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 curtailment of services resulting from strikes, acts of God, civil insurrection, riots or threats thereof, or other causes beyond the control of the University.

## **FINANCIAL AID**

Santa Clara University School of Law offers financial assistance to law students administered through the Law Admissions and Financial Aid Office and the University's Financial Aid Office. Depending on the student's eligibility, a financial aid package may include a combination of scholarships, loans, and Federal Work-Study.

### **Enrollment Status and Financial Aid Eligibility**

Students must be enrolled at least half-time status to receive Federal financial aid. Half-time status is based per program and the following rules apply to Federal loans:

School of Law, Day – enrolled in a minimum of 6 units

School of Law, Evening – enrolled in a minimum of 4 units

School of Law, LLM - enrolled in a minimum of 6 units

To remain eligible for financial aid, students must be enrolled at least half-time and must be making satisfactory academic progress. Students who drop below half-time status must notify the Law Financial Aid Office immediately. Eligibility for scholarships and loans will be affected by enrollment status. Students who drop below half-time status for more than six months, or take a leave of absence for more than six months may need to begin making payments on their student



loans. Students may contact their loan servicers to request deferment or forbearance if they cannot afford to make payments during this period.

Students who began prior to the fall of 2016 are required to maintain a minimum cumulative 2.33 grade point average for all completed courses in order to avoid disqualification. Students who begin in the fall of 2016 or thereafter are required to maintain a minimum cumulative 2.40 grade point average for all completed courses in order to avoid disqualification. If an award has been made to a student who disqualifies, the award offer will be withdrawn. A disqualified first-year student who is readmitted as a second year student on directed study, following successful completion of the First-Year Law Students' Examination, will be considered to be in good standing for financial aid purposes, but the previously withdrawn award offer will not be reinstated.

Financial aid recipients, who were awarded aid based on full-time registration, and then transferred to part-time status, must inform the Law Financial Aid Office of their new status by completing the [Status Transfer Petition](#). Changing the enrollment status may affect a student's award eligibility.

### **Federal Aid**

[Federal aid](#) is available to law students who are citizens or permanent residents of the United States. To apply, students must file the [Free Application for Federal Student Aid \(FAFSA\)](#) annually. To be eligible, applicants for federal aid must attend school at least half-time. Eligibility for need-based aid is based on the need analysis formula as legislated by Congress: Cost of Attendance - Expected Family Contribution = Financial Need.

NOTE: The Deficit Reduction Act of 2005 (DRA) suspends federal aid eligibility for students convicted under federal or state law of sale or possession of drugs while they are enrolled in a postsecondary institution and are receiving federal aid.

### **Federal Direct Unsubsidized Loan**

The [Direct Unsubsidized Loan](#) generally known as the Stafford Loan is a federally funded low-interest student loan administered by the United States Department of Education through the William D. Ford Federal Direct Loan program. Under the Federal Direct Unsubsidized Loan program, a student may borrow funds for education-related expenses and defer repayment until six months after graduation or when enrollment status drops below half-time. Eligibility for unsubsidized Federal Direct Loans is determined through completion of the FAFSA. Interest is charged on unsubsidized Federal Direct Loans while the student is enrolled in school and during any grace or deferment periods.

### **Federal Direct Graduate PLUS Loans**

Graduate and professional degree students are eligible to borrow from the [Direct Graduate PLUS Loan Program](#), administered by the United States Department of Education through the William D. Ford Federal Direct Loan program. Under the Direct Graduate PLUS Loan Program, students may borrow up to their cost of attendance minus other estimated financial assistance. The terms and conditions applicable to Parent PLUS Loans also apply to Direct Graduate PLUS loans. These requirements include a determination that the applicant does not have an adverse credit history and repayment beginning on the date of the last disbursement of the loan. Applicants for

these loans are required to complete the FAFSA. They also must have applied for their annual loan maximum eligibility under the Federal Direct Unsubsidized Stafford Loan Program before applying for a Direct Graduate PLUS Loan. Contact the Law Financial Aid Office for more information.

### **Entrance Counseling and the Master Promissory Note (MPN)**

Prior to the first disbursement, first-time Federal Direct Loan borrowers must complete entrance counseling and a MPN for the Direct Unsubsidized Loan and, if they accept it, a MPN for the Direct Grad PLUS Loan. Students will need to visit [www.studentloans.gov](http://www.studentloans.gov) and log in to complete these requirements.

### **Perkins Loan**

A [Federal Perkins Loan](#) is a low interest (5 percent) loan available to only a few students that have exceptional financial need. Completion of the FAFSA is required. Prior to loan disbursement, a student will need to complete Perkins Loan Entrance Counseling and the Perkins Loan Master Promissory Note.

### **Federal Work-Study**

[Federal Work-Study](#) provides jobs for a limited number of law students with financial need, allowing them to earn money to help pay educational expenses. Completion of the FAFSA is required.

### **Deadlines**

Santa Clara asks that applicants file the FAFSA as soon as possible after January 1, but no later than April 15. Students must complete the FAFSA annually to remain eligible financial aid.

### **Private Loans**

Private loan programs, including bar study loans, offer a supplemental source of assistance for which need is not part of the eligibility criteria and approval is based on satisfactory credit and the ability to repay. Private loan applications and further information regarding available loans may be obtained from the Law Financial Aid Office.

### **Veterans and Veterans' Dependents Assistance**

Santa Clara University has been certified by the Department of Veterans Affairs as qualified to enroll students under applicable federal legislation and regulations, including Chapter 30/1606 (active duty Montgomery G.I. Bill), Chapter 31 (rehabilitation), Chapter 32 (Post-Vietnam Era Veterans' Educational Assistance Program), Chapter 33 (Post 9/11 GI Bill), and Chapter 35 (Survivor/Dependent Educational Assistance). Individuals interested in attending under any of the veteran's assistance programs should contact the Veterans Administration and the Office of the University Registrar.

### **Financial Aid Cancellation and Return of Funds**

Students who withdraw from the University and who have federal financial aid are subject to the federal regulations applicable to the return of Title IV funds. These regulations assume that a student "earns" his or her financial aid based on the period of time he or she remains enrolled during a term. A student is obligated to return all unearned federal financial aid funds governed under Title IV other than those earned under the college work-study program.

Unearned financial aid is the amount of disbursed Title IV funds that exceeds the amount of Title IV aid earned in accordance with the federal guidelines. During the first 60 percent of the term, a student “earns” Title IV funds in direct proportion to the length of time he or she remains enrolled. That is, the percentage of time during the term that the student remains enrolled is the percentage of disburseable aid for that period that the student has earned. A student who withdraws after the 60 percent point of the enrollment term earns all Title IV aid disbursed for the period.

All funds must be returned to federal programs before funds are returned to University financial aid programs or to the student. The return of funds allocation (excluding aid funds not applicable to law students) will be made in the following order for students who have received Federal Title IV assistance.

- Unsubsidized William D. Ford Federal Direct Stafford Loan
- Federal Perkins Loan
- Federal Direct Graduate PLUS Loan

### **Exit Counseling**

Federal student loan borrowers who are graduating, leaving school or dropping below half-time enrollment are required to complete exit counseling. Direct Loan borrowers will need to complete exit counseling at [www.studentloans.gov](http://www.studentloans.gov). The Law Financial Aid Office will notify students when this requirement should be completed. Perkins Loan borrowers must also complete exit counseling through Santa Clara University’s loan servicer [Heartland ECSI](#). The loan servicer will notify Perkins Loan borrowers when this requirement should be completed.

### **Student Verification of Information**

The United States Department of Education requires all institutions disbursing federal financial aid funds to verify the accuracy of the information students submit as a basis for aid awards. Santa Clara University complies with this requirement by participating in the Federal Quality Assurance Program. Each year, a percentage of students receiving federal financial aid funds are randomly selected for verification of the information on which awards were based. Students selected for verification may be required to submit additional documents and verify information, such as household size and number of family members enrolled in college. The University reserves the right to request similar information for verification purposes for any student awarded aid. Information collected may result in changes to a financial aid award and, in some cases, the repayment of funds already received. Failure to comply with the request for this information will result in the cancellation of financial aid funds.

### **SCHOLARSHIPS**

For information on Santa Clara Law scholarships, refer to [scholarship opportunities for incoming students](#) and [scholarships for continuing students](#) on the Santa Clara Law Financial Aid web site.

### **International/Foreign-Born/Naturalized Students**

No specific grants or scholarships have been set aside exclusively for international students. International students compete with the general applicant pool for scholarships. Nonimmigrant visa holders are not eligible for federal student aid (i.e., federal loans, federal work-study).

However, permanent residents and naturalized citizens are eligible and may apply for federal based aid. More information can found at the [Santa Clara Law Financial Aid web site](#).

For questions regarding financial aid, contact the Law Financial Aid Office at (408) 554-5048.

Questions regarding visa status and international student status may be directed to Santa Clara University's [International Student Services Office](#).

# ACADEMIC CALENDAR 2017-2018

## *Fall Semester 2017*

June 5 – 9 , 2017	Monday – Friday	Registration: upper division
July 21, 2017	Friday	Financial clearance deadline for all students
August 7 – 10, 2017	Monday – Thursday	First Year Orientation
August 14, 2017	Monday	Classes begin
August 18, 2017	Friday	Last day for late registration
August 19, 2017	Saturday	Saturday classes begin
September 4, 2017	Monday	Labor Day: academic and administrative holiday
September 8, 2017	Friday	Last day to file for pass/no pass option at Student Services
October 2, 2017	Monday	Last day to petition for 2017 or 2018 degree
October 6, 2017	Friday	Last day to request an administrative exam reschedule
October 9 – 10, 2017	Monday – Tuesday	Fall recess – no classes (Student Services Office closed)
October 11, 2017	Wednesday	Administrative Monday: All Mon. classes meet in place of all Wed. classes
November 22, 2017	Wednesday	Classes end

November 23 – 24, 2017	Thursday – Friday	Thanksgiving: academic and administrative holidays
November 25 – 28, 2017	Saturday – Tuesday	Reading period
November 29 – December 15, 2017	Wednesday – Friday	Examinations
December 16, 2017 – January 5, 2018	Saturday – Friday	Holiday recess
December 25 – 26, 2017	Monday – Tuesday	Christmas: administrative holiday
December 29, 2017 – January 1, 2018	Friday – Monday	New year: administrative holiday

***Spring Semester 2018***

October 16 – 20, 2017	Monday – Friday	Registration period: upper division
December 21, 2017	Thursday	Financial clearance deadline for all students
January 6, 2018	Saturday	Saturday classes begin
January 8, 2018	Monday	Classes begin
January 12, 2018	Friday	Last day for late registration
January 15, 2018	Monday	Martin Luther King Day: academic and administrative holiday – no classes

February 2, 2018	Friday	Last day to file for pass/no pass option
February 19, 2018	Monday	President's Day: academic and administrative holiday – no classes
February 20, 2018	Tuesday	Administrative Monday: All Mon. classes meet in place of all Tues. classes
March 2, 2018	Friday	Last day to request an administrative exam reschedule
March 12 – 17, 2018	Monday – Saturday	Spring break – no classes
March 30 – 31, 2018	Friday – Saturday	Good Friday: academic and administrative holiday
April 25, 2018	Wednesday	Administrative Friday: All Fri. classes meet in place of all Wed. classes
April 25, 2018	Wednesday	Classes end
April 26 – 29, 2018	Thursday – Sunday	Reading period
April 30 – May 15, 2018	Monday – Tuesday	Examinations
May 18, 2018	Friday	Graduate Liturgy
May 19, 2018	Saturday	Commencement, 9:30 a.m., Mission Gardens
May 28, 2018	Monday	Memorial Day: administrative holiday



***Summer Session 2018***

April 2 – 6, 2018	Monday – Friday	Registration period
May 21, 2018	Monday	Financial clearance deadline for all students
May 29, 2018	Tuesday	Classes begin
June 4, 2018	Monday	Last day for late registration
June 25, 2018	Monday	Last day to request an administrative exam reschedule
July 4, 2018	Wednesday	Independence Day Celebration: academic and administrative holiday
July 17, 2018	Tuesday	Administrative Wednesday: All Wed. classes meet in place of all Tues. classes
July 17, 2018	Tuesday	Classes end
July 18 – 19, 2018	Wednesday – Thursday	Reading Period
July 20 – 21, 2018	Friday – Saturday	Examinations

**All dates inclusive. Dates are subject to change. Rev. 3/17**

## Important Links

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](http://www.scu.edu/disabilities)

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

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

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

Student Health Insurance: [www.scu.edu/cowell/insurance](http://www.scu.edu/cowell/insurance)