

## TUITION AND FEES

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Tuition and fees for the 2016–2017 academic year are as follows. Tuition and fees are subject to change without prior notice. Please check the Office of Student Accounts website for updates (<http://www.law.georgetown.edu/campus-services/student-accounts/index.cfm>).

## JURIS DOCTOR PROGRAM

To review the credit requirements for full-time and part-time students, see the *Juris Doctor Program* chapter of this *Handbook*.

Full-Time Students & Visitors	\$57,576.00 per academic year \$28,788.00 per semester
Part-Time Students & Visitors	\$2,056.00 per credit hour
Summer Session 2016 Tuition	\$2,056.00 per credit hour <i>Note:</i> For tuition, fee schedules, budgetary considerations, and other tuition rules for the London Summer Program, please visit <a href="http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/london_summer/index.cfm">http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/london_summer/index.cfm</a> .

## JOINT DEGREE PROGRAMS

*Note:* Students enrolled in joint degree programs may be charged additional fees for language labs or other courses necessary to earn their degree.

J.D./M.B.A.; J.D./M.S.F.S.; J.D./M.A.A.S.; J.D./M.A.E.R.E.S.; J.D./M.A.G.E.S.; J.D./M.A.L.A.S.; J.D./M.A.S.S.P.; or J.D./M.P.P.	Students pay Georgetown Law tuition for their first year in the J.D. program. Students pay Georgetown University's graduate school tuition during the one year when they take courses exclusively at the Main Campus master's degree program. Students pay Georgetown Law tuition in the years when they take courses on both campuses. This is typically in the third and fourth years of the joint degree programs.
J.D./Ph.D. in Government; or J.D./Ph.D. or Master in Philosophy	Prior to completing all J.D. courses and at least 24 credits in government or philosophy: Georgetown Law tuition (part-time or full-time). After completing all J.D. courses and at least 24 credits in government or philosophy: graduate school tuition.
J.D./M.P.H.; or M.P.H./LL.M. in Global Health Law	While at Georgetown Law: Georgetown Law tuition (to Georgetown Law). While at Johns Hopkins: Johns Hopkins tuition (to Johns Hopkins).

## GRADUATE PROGRAMS

To review the credit requirements for full-time and part-time graduate students, see the *Graduate Programs* chapter of this *Handbook*.

Full-Time LL.M. Students	\$57,576.00 per academic year \$28,788.00 per semester
Part-Time LL.M. Students	\$2,340.00 per credit hour
Summer Session 2016 Tuition	\$2,340.00 per credit hour <i>Note:</i> For tuition, fee schedules, budgetary considerations, and other tuition rules for the London Summer Program and the LL.M. Summer Experience, please visit <a href="http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/london_summer/index.cfm">http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/london_summer/index.cfm</a> (London Summer Program), and <a href="http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/foundations/">http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/foundations/</a> (LL.M. Summer Experience).
Non-Degree Students	\$2,250.00 per credit hour
S.J.D. Students	1 <sup>st</sup> year: \$27,627.50 per semester 2 <sup>nd</sup> year on campus: \$9,360.00 per semester 3 <sup>rd</sup> , 4 <sup>th</sup> , & 5 <sup>th</sup> years: \$2,340.00 per semester

## SPECIAL TUITION RULES APPLICABLE TO PART-TIME STUDENTS

- For part-time upperclass students, tuition for additional courses enrolled in during the add/drop period must be paid by the end of the add/drop period. Tuition will be refunded for courses dropped or from which students are withdrawn based on the Tuition Refund Policy, described below.
- Part-time students in their final semester of law school may take more than 85 credits and will not be charged for those extra credits, under the below conditions:
  - The student pays for 85 Law Center credits. Transfer students and students who receive scholarship and grants are ineligible for tuition relief under this policy. Additionally, the following are not counted as paid Law Center credits for purposes of this policy:
    - credits earned at other law schools (i.e., transfer students are not eligible);
    - credits earned in a study abroad programs other than CTLS and the London Summer Program;
    - credits earned in Main Campus courses taken in the summer (when Main Campus rates apply).
  - The student cannot exceed the 12 credit per-semester maximum (or 8 credit maximum if the student's final semester is a Summer session).
  - Any extra credits taken must be taken in Law Center courses.

- The Registrar, in consultation with the Office of Student Accounts, must provide approval.
- Graduating part-time J.D. students are permitted, in their final semester at the Law Center, to take the minimum number of credits needed to graduate.

## TUITION EQUALIZATION FEE

For the policies and procedures governing how to transfer between the part-time and the full-time programs, see the *Juris Doctor Program* chapter or the *Graduate Programs* chapter of this *Handbook*.

### PART-TIME TO FULL-TIME (J.D. PROGRAM)\*

J.D. students approved to transfer to the full-time program immediately after their first year of the part-time program will pay a tuition equalization fee, the net result of which will be that, at the end of three years, the student will have paid the same total tuition as other full-time students. ~~The fee, which is assessed in the summer session, is as follows:~~

- ~~\$18,512.00 for students having completed 19 credits~~
- ~~\$16,456.00 for students having completed 20 credits~~

These students are entitled to take up to ~~11 credits (or 12 credits if they did not take the optional first-year course Week One: Law in a Global Context)~~ ***the number of credits specified in the table below*** in the Georgetown Law Summer programs in D.C. or London without paying any additional summer tuition. See the *Transfer Between Full-Time and Part-Time Programs* section of the *Juris Doctor Program* chapter of this *Handbook* for more information.

<u><i>First-Year Part-Time Credits Completed</i></u>	<u><i>Tuition Equalization Fee</i></u>	<u><i>Which Entitles the Student to Take Up to This Many Georgetown Law Summer Credits</i></u>
<u><i>19 credits</i></u>	<u><i>\$18,512.00</i></u>	<u><i>12 credits</i></u>
<u><i>20 credits</i></u>	<u><i>\$16,456.00</i></u>	<u><i>11 credits</i></u>
<u><i>22 credits</i></u>	<u><i>\$12,344.00</i></u>	<u><i>9 credits</i></u>
<u><i>23 credits</i></u>	<u><i>\$10,288.00</i></u>	<u><i>8 credits</i></u>

Consistent with Law Center policies about receiving credit for courses taken at other schools, students may take summer courses at other ABA-approved law schools with prior approval. (See the *Special Credit Policies* section of the *Juris Doctor Program* chapter of this *Handbook*.) In this instance, students are still required to pay the full amount of the part-time tuition equalization and those credits do not count as part of the credits they are entitled to take free of charge.

### PART-TIME TO FULL-TIME (LL.M. PROGRAM)

An LL.M. student who begins in part-time status and transfers to full-time status will continue to pay tuition on a per credit basis.

\* *Updated 1/25/17.*

**FULL-TIME TO PART-TIME PROGRAM (J.D. AND LL.M. PROGRAMS)**

Full-time J.D. and LL.M. students seeking to transfer to their respective part-time programs may be subject to a tuition equalization fee. The equalization fee is assessed in the semester during which the transfer is effected.

## OTHER FEES

Application Fee	
J.D. students & J.D. non-degree students	\$85.00
LL.M. students & Graduate non-degree students	\$90.00
Student Medical Health Insurance (12 months)	
Student only	\$2,460.00
Student and spouse	\$4,920.00
Student and one child	\$4,920.00
Student, spouse, and one child	\$7,380.00
Student and two or more children	\$7,380.00
Student, spouse, and two or more children	\$9,840.00
Tuition Relief Administrative Fee (J.D.)	\$1,500.00 per semester
Tuition Deferment Fee	\$50.00
Late Payment Fee	\$60.00 per semester
Monthly Service Charge on Overdue Debt	1.75% of the balance outstanding
Transcript Fee	\$5.00 per transcript
Visiting Away Fee	\$200.00 per semester (Georgetown Law student approved to visit away in his or her final year at another ABA-approved U.S. law school)
Concurrent Degree Fee	\$200.00 per concurrent degree (Georgetown Law student approved to pursue concurrent degree program; the fee is charged in the first semester spent at the concurrent program)
Study Abroad Fee	\$500.00 per semester (Georgetown Law student approved to visit away at an ad hoc study abroad program during the academic year)
Yates Field House	\$210.00 per semester
Course Materials	There is a charge for certain course materials produced by Georgetown Law when such materials are used in lieu of, or in addition to, a regular textbook.

	Additional fees may apply to skills-based courses to cover commercial materials purchased by Georgetown Law on behalf of enrolled students (e.g., role-play simulations used in Negotiations courses). This additional fee will be placed directly on a student's account.
Printing	\$0.10 per page
Returned Check Fee	\$80.00

## BILLING POLICIES

Any and all charges incurred after registration are due and payable at the time they are incurred.

Georgetown University does not issue paper bills. It is the student's responsibility to monitor his or her account online through *MyAccess* should any change occur in the student's schedule of courses. In general, bills will be issued for active students with debit balances on a monthly basis. At the beginning of the Fall and Spring semesters, additional bills may be issued to ensure that students are kept fully apprised of changes to their accounts. Unofficial billing calendars, listing anticipated billing dates, will be posted online. For information on how to view your bill, tuition and fee schedules, and billing policies and procedures, please visit <https://studentaccounts.georgetown.edu/>.

## PAYMENT OF TUITION AND OUTSTANDING BALANCES

### TUITION DEADLINES

Full payment of tuition and fees must be made by the scheduled due dates:

- Fall 2016: July 25, 2016 (all first-year J.D. and incoming graduate students); August 26, 2016 (all continuing, non-degree, transfer, and visiting students)
- Spring 2017: January 10, 2017 (all students)
- Summer 2017: May 25, 2017

*Note for Non-Degree Students:* The application fee for non-degree students is due by the application deadline (August 12 for Fall 2016 and December 9 for Spring 2017).

### FAILURE TO PAY TUITION AND OUTSTANDING BALANCES

- Tuition not paid by the deadlines listed above for the applicable semester will result in the cancellation of the student's registration. Tuition refunds will be calculated from the date the Office of the Registrar receives written notification of a student's withdrawal from a course or courses.
- The due date for any monthly bill is the date published on the bill; this date takes precedence over any due date published elsewhere.
- The due date for any installment of an active monthly payment plan for the Fall or Spring is the 27<sup>th</sup> day of the month.

- Students will not be permitted to attend class until they have paid all outstanding balances on their student accounts, or until they have received approval from Georgetown Law Office of Student Accounts for alternate financial arrangements. No deduction can be made for absence from classes.
- Students with an outstanding account balance will not be permitted to register for subsequent semesters and will not receive grades, transcripts, any certifications, and diplomas.

#### **FINANCIAL RESPONSIBILITY OF STUDENT**

- By the act of registration, class attendance, or participation in other activities associated with enrollment at Georgetown Law, the student accepts financial responsibility for charges assessed on the student's account. This financial responsibility is not relieved until payment has actually been made for any charges incurred.

#### **PAYMENT OPTIONS**

Georgetown accepts the following payment methods:

- **Electronic check:** This option allows students to make payments 24-hours a day via *MyAccess*, under Student Accounts Services. A valid ABA routing number and account number from a personal checking or savings account at a U.S. bank must be entered on the payment profile. Payments made by electronic check are acknowledged immediately on the account. Electronic checks returned for any reason may be subject to an \$80.00 returned check fee.
- **Check or money order:** The university accepts personal checks, cashier's checks, traveler's checks and money orders. Checks must be drawn from a U.S.-based bank, and in U.S. dollars. Please include the student's 9-digit Georgetown University I.D. number in the memo field. Checks are accepted at the cashier's window in McDonough, Room 581 or mailed to: Georgetown Law, Office of Student Accounts, 600 New Jersey Avenue, N.W., Washington, DC 20001. Paper checks must be received by the due date to avoid the assessment of service charges. Checks returned for any reason may be subject to an \$80.00 returned check fee.
- **Credit card via PayPath:** Students may pay using major credit cards online via Student Account Services, accessed through *MyAccess*. Students electing to use this method will be charged a 2.5% convenience fee, which covers the cost of processing credit and debit card payments; this non-refundable fee is paid to the credit card processor, not to Georgetown University, and will not appear on the student's university account history.
- **Wire transfer:** Please contact the Law Center's Office of Student Accounts at 202-662-9057 or [myaccount@law.georgetown.edu](mailto:myaccount@law.georgetown.edu) for the relevant banking information.
- **International transfer of funds via FlyWire:** International students wishing to wire funds from bank accounts not denominated in U.S. dollars may elect to use the services of FlyWire, a firm which leverages its high volume of international wire transactions to negotiate more preferable exchange rates. Students electing to use this method may do so by visiting the FlyWire website at <https://www.flywire.com/school/georgetown>.
- **Cash:** Accepted at the cashier's window in McDonough, Room 581 between the hours of 9:00 a.m. and 5:00 p.m. Never send cash through the mail.

Acceptable payment arrangements include:

- Submission of a complete financial aid application



- Submission of a valid contract or billing authorization to invoice a third party (see the *Third-Party Billing* section below)
- Application of Veterans Affairs (VA) Benefits
- Application of Georgetown Employee Tuition Assistance Benefits (TAP)
- Enrollment in a payment plan at Student Account Services (accessible via *MyAccess*)

Please note that payment arrangements only suffice to the extent that the full amount billed is covered by such arrangements, and do not relieve the student of financial responsibility should the arranged payment not be made.

### **FINANCIAL PENALTIES AND HOLDS**

- All accounts with an overdue balance will be assessed a late payment fee of \$60.00 per semester and a monthly service charge of 1.75% of any overdue amount. To avoid financial penalties, students must complete their loan application prior to June 1 for the Fall semester and prior to November 1 for the Spring semester.
- Any account with a past due debt to the University is subject to a financial hold. Financial holds prevent registration action, the generation of official transcripts, and the issuance of a diploma, certificate, or any form of certification. Financial holds are not released until the past due debt is paid in full; payment arrangements are not sufficient to release a financial hold, except in the case where Student Accounts has appropriate documentation from the Office of Financial Aid. Holds may not be released until Georgetown is satisfied that the originating financial institution will honor a submitted payment.

### **THIRD-PARTY BILLING**

The Office of Billing and Payment Services (OBPS) offers to invoice directly third-party sponsors (such as the U.S. Federal Government, foreign governments, or private companies) for the educational cost of Georgetown students, at no cost to the student.

To satisfy FERPA requirements and to ensure that bills are issued only for eligible students, official documentation endorsed by the sponsors detailing the third party's obligation to the student must be submitted to OBPS. Any such authorizing document must contain the following (authorizations which fail to meet any of these requirements may be deemed insufficient):

- Student name
- Georgetown University ID number (the 9-digit code beginning with "G00")
- Name, physical address, and email address of the sponsor
- Academic terms covered
- Types of charges covered (i.e., tuition, fees, housing, etc.)
- Expected dollar amount of coverage
- Any special invoicing requirements of the sponsor

Examples of acceptable documentation include the U.S. Government Training Authorization Form (SF-182), Contract for Commercial Items (SF-1449), a financial guarantee from a foreign government, or any award letter on official letterhead containing the above items.

To ensure prompt processing, authorizations should be sent via email as PDF attachments to [thirdpartybilling@georgetown.edu](mailto:thirdpartybilling@georgetown.edu). In the event that the student does not have access to an

electronic copy of the document in question, and does not have access to a scanner, authorizations can be faxed to 202-687-1963 or mailed to our office.

The OBPS reserves the right to refuse to (1) invoice any third-party, and (2) grant temporary credit for anticipated payments.

When possible, invoices will be sent to the sponsoring entity within 72 hours of receipt of the authorization. In the event that the authorization is sent prior to the registration period for a given term, and the student has not pre-registered for courses, invoices will be sent following the end of the add/drop period. During the summer terms, invoices will be sent following the receipt of authorization and the assessment of charges.

Georgetown University expects sponsors to process invoices and submit payment upon the issuance of an official invoice. If the billing authorization is submitted at the beginning of the semester, an exemption from late fees and service charges will be granted through the date on which financial holds are placed to any balance covered by a sponsor, to give the sponsor ample time to process the invoice. If the sponsor fails to make payment after this point, financial responsibility will revert to the student. Any outstanding balance will be subject to late fees, service charges, and the student will have a registration hold placed on his or her account. Financial holds will only be removed when the balance is paid in full.

Any student sponsored by an agency that refuses to remit payment until after the completion of a course or semester, or by an agency that will not remit payment upon receipt of an invoice for any reason, will not be granted an exemption from late fees or service charges. In instances such as these, it will be the student's responsibility to arrange for payment of his or her balance by the payment due date, and then recoup the funds from any subsequent payment by the agency in question.

Any student sponsored by an agency that intends to remit payment directly to the student (as opposed to paying Georgetown directly) must make arrangements to settle his or her balance by the due date. Any late fees which accrue against an unpaid balance after this date will not be reversed.

## VETERANS AFFAIRS BENEFITS

The Office of the Registrar at the Law Center handles certification of enrollment for all Law Center veteran students. To receive educational benefits from the U.S. Department of Veterans Affairs (VA) and guidance in applying for VA Benefits, eligible students should contact the School Certifying Official in the Office of the Registrar, at [lawreg@law.georgetown.edu](mailto:lawreg@law.georgetown.edu).

To learn more about benefits offered by the U.S. Department of Veterans Affairs and to access benefits applications, please consult <http://www.gibill.va.gov>. The phone number for general and comprehensive information is 1-888-GI-BILL-1.

### POST-9/11 GI BILL EDUCATION BENEFITS (CHAPTER 33)

If you are entitled to 100% of Post-9/11 GI Bill benefits, the U.S. Department of Veterans Affairs, under the Post-9/11 GI Bill, pays up to \$21,970.46 per academic year for a private school, effective August 1, 2016. Information on eligibility, including rate tables and a benefits calculator, is provided by the U.S. Department of Veterans Affairs at <http://www.gibill.va.gov>.

### YELLOW RIBBON PROGRAM

As part of the Veterans Affairs Yellow Ribbon program, Georgetown Law currently provides up to \$10,000 per academic year to eligible Georgetown Law degree-seeking veteran

students completing coursework at the Law Center. Thus, with Veterans Affairs matching contribution, veteran students may receive up to \$20,000 toward eligible degree program tuition and fees.

### **VETERANS AFFAIRS PAYMENTS AND REFUNDS OF VETERANS AFFAIRS BENEFITS**

Post-9/11 VA Benefits are applied to the student account as a payment. If these benefits do not cover the account balance in full, the student is responsible for paying the difference by the tuition payment due date. If there is an overpayment and the VA sends you a letter requesting repayment, please send a copy of the letter to the School Certifying Official so the University can return any excess funds to the VA.

Montgomery GI Bill Benefits (Chapter 30) or Survivors' and Dependents' Educational Assistance Program (Chapter 35) benefits will be sent to the student directly; the student is responsible for paying the difference by the tuition payment due date.

### **TUITION DEFERMENTS**

- All semester charges must be paid in full by the scheduled payment due date. In the event of an unforeseeable personal emergency, an approved tuition deferment can be obtained from Georgetown Law Office of Student Accounts. This deferment must be obtained no later than the tuition due date.
- A \$50.00 handling charge is applied to all tuition deferments and a monthly service charge of 1.75% is assessed on any unpaid balance.
- Tuition deferments are not granted automatically and should not be expected more than once in an academic year.
- Tuition is deferred for a maximum of 30 days.

### **PAYMENT PLANS**

The Office of Student Accounts offers three types of payment plans that are designed to assist students in paying their tuition and fees. For complete details, please visit <http://studentaccounts.georgetown.edu/paymentplans>.

### **TUITION RELIEF POLICIES**

#### **LL.M. STUDENTS**

Full-time LL.M. students (excluding students in the Two-Year LL.M. Program) who have paid for two consecutive semesters of full-time tuition but who have not completed their degree requirements may request permission from the Office of Graduate Programs to complete their degree requirements without payment of additional tuition. Even if permission is granted, students will be charged on a per-credit basis for credits in excess of the minimum number necessary to complete the degree.

#### **J.D. STUDENTS**

A J.D. student may submit a Tuition Relief Application to the Registrar requesting permission to complete his or her remaining J.D. degree requirements without additional tuition charges, where he or she has:

1. matriculated in a given year but extended his or her graduation date as a result of (a) withdrawals for which no tuition credit was approved and/or (b) failure to successfully meet the course or degree requirement(s); and
2. has at least 95 “cumulative attempted” credit hours of Law Center coursework. “Cumulative attempted” credit is defined as earned credits plus credits for which the student received a withdrawal (EW, W) or a failing grade (F, AF). *Note:* Any course that has been dropped from a student’s transcript will not be included in determining “cumulative attempted” credit hours.

The Tuition Relief Application must be submitted to the Registrar prior to the start of the semester in which the relief is to be applied but no later than the first day of classes, as published in the Law Center’s Academic Calendar.

If the student’s Tuition Relief Application is approved, no additional tuition charges will be applied for the remainder of the student’s J.D. degree program. The student will be charged an administrative fee of \$1,500.00 each semester in which the student is enrolled in order to complete his or her J.D. degree requirements.

No tuition refund will be permitted. Submission of a Tuition Relief Application does not guarantee approval. Also note that this Tuition Relief provision is not retroactive. Tuition relief will only be provided upon determination that:

1. the student has already paid more tuition than the student’s entering cohort paid for their J.D. degrees (excluding scholarships or grants the student has received, as confirmed by the Offices of Student Accounts and Financial Aid); and
2. the student has consulted with and received written approval from the Registrar or an advisor in the Office of J.D. Academic Services or the Office of the Dean of Students.

## TUITION REFUND POLICY

Tuition refunds will be calculated from the date the Office of the Registrar and/or the Office of Admissions receives written notification of a student’s withdrawal from a course or courses or from the Law Center.

### FOR WITHDRAWALS FROM THE LAW CENTER

Entering first-year students who want to withdraw from Georgetown Law prior to the deadline set by the Office of Admissions and/or prior to the first-year Registration and Orientation must give notice in writing to the Office of Admissions, via email to [hotline@law.georgetown.edu](mailto:hotline@law.georgetown.edu) (J.D.) or [llmadmis@law.georgetown.edu](mailto:llmadmis@law.georgetown.edu) (LL.M.). Students who want to withdraw after this date must notify the Office of the Registrar via email to [lanreg@law.georgetown.edu](mailto:lanreg@law.georgetown.edu). All continuing, transfer, visiting, and non-degree students who want to voluntarily withdraw from Georgetown Law must notify the Office of the Registrar via email to [lanreg@law.georgetown.edu](mailto:lanreg@law.georgetown.edu). For further information, refer to the *Withdrawals and Leaves of Absence* section in the *Juris Doctor Program* or the *Graduate Programs* chapter, as applicable, of this *Handbook*.

### FOR LEAVES OF ABSENCE

Tuition will not be refunded in the event of a leave of absence unless otherwise refundable under the Tuition Refund Schedule and/or, if applicable, under the Tuition Refund Plan—a tuition insurance plan provided by an external insurer (A.W.G. Dewar, Inc.) described later in this chapter. In rare circumstances, a student who is not fully covered under the Tuition Refund

Schedule or Tuition Refund Plan, and who returns from an approved leave may receive from Georgetown University a non-refundable tuition adjustment for of the tuition paid during the semester in which the leave of absence was taken. Any such tuition adjustment must be approved by the Dean of Students. A student who is insured under the tuition refund plan may receive up to 100% tuition refund from A.W.G. Dewar, Inc.

#### **FOR INDIVIDUAL COURSE WITHDRAWALS**

Individual course withdrawals must be approved by an advisor. For further information, refer to the *Withdrawals and Leaves of Absence* section in the *Juris Doctor Program* or the *Graduate Programs* chapter, as applicable, of this *Handbook*. Refunds will be calculated based on the *Tuition Refund Schedule* below.

For purposes of refund calculation, weeks will be computed from the official first day of class as shown on the Academic Calendar even if the student's course(s) began on a day other than the official first day of class.

*Exception:* A student will be permitted to drop a course which meets for the first time after the add/drop period, without a transcript notation, if a student submits a written request to the Office of the Registrar prior to the second class meeting. In this instance, students who are charged tuition by the credit hour will receive a 100% refund for the course.

No reduction of tuition will be made for being absent from class.

### **TUITION REFUND SCHEDULE**

The following Tuition Refund Schedule should be read in conjunction with the Tuition Refund Policy immediately preceding this section.

#### **FALL 2016 - ENTERING FIRST-YEAR J.D., LL.M., AND S.J.D. STUDENTS**

Prior to Registration and Orientation Week, August 22	100%
Registration and Orientation Week, August 22–26	80%
August 29–September 13	80%
September 14–27	50%
September 28–October 11	25%
After October 11	0%

#### **FALL 2016 – ALL OTHER STUDENTS**

August 29–September 6 (add/drop and waitlist activity)	100%
September 7–September 13	80%
September 14–27	50%
September 28–October 11	25%
After October 11	0%

#### **SPRING 2017 – WEEK ONE COURSES**

Prior to January 10*	100%
After January 10	0%

\* Week One courses begin Monday, January 9<sup>th</sup>. Students who wish to drop their Week One course without charge or transcript notation must do so by emailing the Office of the Registrar ([lawreg@law.georgetown.edu](mailto:lawreg@law.georgetown.edu)) prior to the second class session.

**SPRING 2017 – REGULAR-SEMESTER COURSES**

Prior to January 13**	100%
January 13–23 (add/drop and waitlist activity)	100%
January 24–31	80%
February 1–February 14	50%
February 15–March 1	25%
After March 1	0%

\*\* Please note that in Spring 2017, the add/drop period will begin on a Friday.

**SUMMER 2017**

Prior to first class date	100%
First week***	80%
Second week	50%
Third week	25%
After third week	0%

\*\*\* A student will be permitted to drop a Summer course after the first class meeting, without a transcript notation, if the student submits a written request to the Office of the Registrar ([lawreg@law.georgetown.edu](mailto:lawreg@law.georgetown.edu)) prior to the second class meeting. In these instances, students who are charged tuition by the credit hour will receive a 100% refund for the course.

*Important Note:* Refunds for students who have federal student loans and who withdraw are governed by the refund procedures established by the Department of Education for return of student loan proceeds to the appropriate federal student loan lender. Students borrowing federal loans should consult with the Financial Aid Office prior to initiating the withdrawal process. The regulations require a student to “earn” federal financial aid on a daily basis as the term progresses. For example, if there were 100 days in the semester, a student withdrawing on the 30<sup>th</sup> day will have earned 30% of their federal aid. As of the 60% point in a given semester, the student is considered to have earned 100% of the federal loans borrowed for that term. Withdrawal before then requires Georgetown Law to return loan funds to the lender even though, based on the tuition refund schedule shown above, this may result in the student owing a balance to Georgetown Law. Before officially withdrawing, a student should consult the Financial Aid Office for more information on the financial implications of this decision. The Georgetown Law tuition refund policy is subject to change at any time due to federal regulatory and/or school policy revisions or updates.

**TUITION REFUND PLAN – A.W.G. DEWAR, INC.**

The Tuition Refund Plan (TRP) can protect you and your family from tuition loss should an illness or injury cause you to withdraw from school after the start of the semester. We *strongly* encourage our students to participate in this low-cost insurance program. This elective plan provides coverage for semester tuition and Gewirz housing. This plan significantly extends and enhances the Georgetown Law published tuition refund policy. Subscribers are assured of up to 100% tuition refund for medical withdrawals; up to 75% tuition refund for mental health withdrawals. Definitions can be found at <http://www.collegerefund.com> (select Georgetown Law).

The table below illustrates how the TRP complements the University's refund schedule.

Time of Withdrawal	Georgetown Law Tuition Refund	TRP Tuition Refund*	Student Receives
1 <sup>st</sup> week	100%	0%	100%
2 <sup>nd</sup> week	80%	20%	100%
3 <sup>rd</sup> through 4 <sup>th</sup> week	50%	50%	100%
5 <sup>th</sup> through 6 <sup>th</sup> week	25%	75%	100%
Balance of semester	0%	100%	100%

\* For mental health withdrawals, a student is guaranteed a maximum refund of 75%.

#### **COSTS PER SEMESTER:**

J.D. & LL.M. Full-Time	\$152.00
J.D. Part-Time (8–11 credits per semester)	\$103.00
J.D. Part-Time (less than 8 credits per semester)	\$65.00
LL.M. Part-Time	\$68.00
Gewirz Housing	\$35.00

#### **COSTS TO COVER TUITION FOR SUMMER 2016:**

J.D.	\$36.00
LL.M.	\$31.00
Part-Time Tuition Equalization (\$15,755.00)	\$86.00

Those who wish to participate in the plan must submit their application and payment online to A.W.G. Dewar prior to the last day of add/drop as shown on the Academic Calendar. Detailed information and online application can be found at <http://www.collegerefund.com>; simply select Georgetown Law from the list of participating schools.

### **REFUNDS OF EXCESS FINANCIAL AID AND OVERPAYMENTS**

The Office of Billing and Payment Services (OBPS) generally requires a student's request in order for a refund to be generated; students may request a refund whenever total payments to the student's account exceed total charges to the student's account. Negative values in the "Amount Due" field may not reflect a refundable balance, as this value can reflect memo items connected with payment arrangements (such as anticipated payments from third-party sponsors).

OBPS will automatically issue refunds in two circumstances: (1) when payments for a particular semester from Title IV sources exceed institutional charges (as required by federal law and regulations); and (2) when the student has become inactive while retaining a credit balance, the action leading to the inactivity being deemed as creating a request for a refund.

The OBPS processes refund requests within three business days of submission. Additional processing time for the generation and mailing of a refund check, or for the execution of an electronic transfer of funds, is outside the control of the OBPS.

The OBPS reserves the right to hold or deny a refund request when there is the possibility that the charges on the student account were not properly assessed, or when payments are subject to adjustment. If for any reason a refund request is not approved, an email will be sent to the student indicating the reason and the contact person with whom the student should discuss the matter. If, after further analysis, it is determined that the student is eligible for a refund, a new request must be submitted online.

If the student has established an electronic refund profile, refunds will be deposited to the account indicated via ACH (Automated Clearing House) transaction. If the account information is inaccurate, or if the account has been closed, the student will be notified via email of the failed transaction.

If the student has not established an electronic refund profile, refunds will be issued via paper check and mailed to the student's local address, if one is on file, otherwise to the permanent address on file. If the paper check is not received in a reasonable amount of time, the student should contact the Office of Billing and Payment Services and request a stop payment of the missing check. When this has been accomplished, the student will need to verify the address on file, and again request the refund.

OBPS does not issue refunds via wire transfer.

Students who paid with a credit card via PayPath will have the refund issued to the credit card account that was used to make the payment. The convenience fee assessed at the time of payment will *not* be refunded.

If a student receives a refund to which he or she was not entitled, any outstanding balance that may result must be paid back to the student account immediately to prevent penalties.

## EMERGENCY LOANS

Enrolled students may apply for an emergency loan with the Office of Billing and Payment Services (OBPS). Approval is entirely at the discretion of OBPS. The amount of any approved loan is charged to the student account, and must be repaid in full if a student is to avoid a financial hold.

## INACTIVE STUDENTS AND COLLECTION PROCEDURES

Debt to the University is immediately due at the time a student becomes inactive. Students will be declared inactive when they:

- Fail to register for a term they would otherwise be expected to register for as part of their academic program;
- Graduate or complete their program and have not been admitted into another Georgetown program;
- Withdraw from school during the current term for any reason; or
- Begin a leave of absence.

Students who become inactive for any reason should contact the Office of Student Accounts immediately. The Office of Billing and Payment Services (OBPS) will issue a final billing statement to inactive students with debt; payment is due within 30 calendar days of the statement's generation and transmission (not its receipt). Any inactive student who fails to make payment in full of this debt by the due date listed on the final statement is subject to having the debt referred to a collection agency. The collection agency assesses a collection fee of one third of the referred debt; Georgetown has no ability to waive or forgive this fee. The referred debt will also be subject to a monthly interest charge of 1.75%. Once debt has been referred to a collection agency, all payments are processed by the collection agency. The collection agency may also report the debtor to credit bureaus.



## **APPENDIX: STATE-SPECIFIC INFORMATION FOR ONLINE DEGREE AND CERTIFICATE PROGRAMS**

The following information is required by individual states with respect to students enrolled in our online degree and certificate programs.

### **Information for Residents of Arkansas**

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The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

### **Information for Residents of Georgia**

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Procedures for filing a complaint (to be printed in 18-point font).

Please see Student Handbook page 94. If you have additional questions or concerns, you may also contact:

William Treanor, Dean  
 600 New Jersey Avenue N.W.  
 McDonough 508  
 Washington, DC 20001  
 (202) 662-9030  
 wtreanor@law.georgetown.edu

Students also have the right of appeal of the final institutional decision to:

Georgia Nonpublic Postsecondary Education Commission  
 2082 East Exchange Place, Suite 220  
 Tucker, GA 30084  
 (770) 414-3300  
 www.gnpec.org

### **Information for Residents of Iowa**

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The information in this handbook is provided to students in compliance with Iowa Code § 261B.9.

Additionally, Per Iowa Code § 261.9(1)(g), Georgetown University has adopted the following policy for residents of Iowa who are students within Georgetown's online legal degree programs: Not less than the following options will be offered to an Iowan online law student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty: (a) withdraw from the students' entire registration and receive a full refund of tuition and mandatory fees; (b) make arrangements with the student's instructors for

course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full; and (c) make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

### **Information for Residents of Louisiana**

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Georgetown University is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every two years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that the programs are certifiable by any professional agency or organization.

### **Information for Residents of Maryland**

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#### **Refund Policy**

Georgetown University online programs will follow refund policies that conform with the minimum refund policy provided by the State of Maryland (provided below). If the program's own refund policy is more beneficial for the Maryland students, the program will follow its refund policy.

#### **Maryland Minimum Refund Policy**

Proportion of Total Course, Program, or Term Completed as of Date of Withdrawal or Termination and Applicable Tuition Refund:

- Less than 10%: 90% refund
- 10% up to but not including 20%: 80% refund
- 20% up to but not including 30%: 60% refund
- 30% up to but not including 40%: 40% refund
- 40% up to but not including 60%: 20% refund
- More than 60%: No refund

### **Information for Residents of Minnesota**

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Georgetown University is registered as a private institution with the Minnesota Office of Higher Education pursuant to §136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

### **Information for Residents of North Carolina**

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A copy of the Guaranty Bond is located in the Georgetown University Office of General Counsel at 37<sup>th</sup> and O Streets N.W., Washington D.C. 20057.

### **Information for Residents of Washington State**

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Georgetown University is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review. The Council may be contacted for a list of currently authorized programs. Authorization

by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or applicability of those requirements to the institution may contact the Council at P.O. Box 4340, Olympia, WA 98504-3430.

### **Information for Residents of Wisconsin**

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Students are not required to purchase textbooks, materials and supplies from Georgetown.

The refund policy for residents of Wisconsin will follow under Wis. Adm. Code § EAB 8.05 (partial refund) as follows: Week 1 – 90%; Week 2 – 80%; Week 3 – 80%; Week 4 – 70%; Week 5 – 60%; Week 6 – 60%; Week 7 – 50%; Week 8 – 40%; Week 9 – 40%; Week 10–15 – 0%.

Per Wis. Adm. Code § EAB 8.05, Georgetown will send the appropriate refund to the student within 40 days after dismissal or notification of withdrawal. In addition to the existing withdrawal policies listed in the *Georgetown Law Student Handbook of Academic Policies*, Georgetown also complies with Wis. Stats. 38.50(7)(e).