

Student Accounts Policies and Procedures:

Students are responsible to determine their ability to pay for tuition and fees prior to the start of each term. It is the students' responsibility to ensure any balance owed to the school will be resolved no later than two weeks into each term.

If the account balance is not paid in full by the end of the second week of classes or a payment plan has not been established prior to the start of the term, the account is subject to late payment fees, financial holds, and cancellation of registration.

Outstanding Balances and Registration

Students must have a zero balance owed to the school in order to be eligible to register for future terms. Students with any outstanding balance will have a financial hold placed on their account. A student must resolve the outstanding balance and notify the Student Accounts Manager of any payments prior to the financial hold being removed.

Return Check Fee/Returned Electronic Payments

A \$25.00 handling fee is charged for paper and/or electronic checks returned by the bank (i.e., insufficient funds, account closed) which were presented to the school.

A \$25.00 handling fee will be charged for all bank or credit institution disputed charges resulting in a chargeback to the school. In addition, any student who makes a nonrefundable seat deposit or participates in the school's AAMPLE program, and at a later date disputes the charge(s) as fraudulent will have notification sent to LSAC reflecting false fraud claims to a financial institution.

Stipend Disbursements

Arizona Summit Law School makes every attempt to release living disbursement funds to students as early in the term as possible. As such, students may receive various charges including, but not limited to parking fees, software purchase(s), printing charges, library fees, etc. These charges are to be paid in full in the term in which they are accrued.

There are no advancements of living stipends for any reason. Students on Academic Probation will not receive a living stipend until all final grades from the previous term are posted. New first term students do not receive a living stipend until after the end of the drop/add period.

Students who have requested additional services or accrued expenses should check their portal periodically to make appropriate payments. Students may make a payment via the student portal or

bring in a paper check to the Student Accounts Manager at the time the aforementioned expenses are incurred to prevent having a balance when the charge is billed to their account.

Students are responsible for making sure that they receive and deposit any living stipends issued to them. The school is not liable for any accrued interest on stipends that are not deposited.

Credit Cards Usage

A student may use the credit card of their choice to pay for any incurred institutional expenses such as, but not limited to, tuition and fees, parking fees, software purchase(s), printing charges, library fees, etc. All payments must be made through the student portal or any link provided to the student from the Student Accounts Manager.

A student may not have all of their tuition and fees paid for by Financial Aid (Title IV funding, scholarships, etc.) and then use a credit card in an effort to get the credit card payment back in the form of a stipend. Any student that makes a credit card payment that is above and beyond the balance due or uses financial aid to cover all tuition and fees will be charged a 3% fee.

Dropping/Adding Credits

A student may add or drop credits during the drop add period without any financial consequences. At the end of the drop add period if a student is registered for 13-16 credit hours they will be charged the current full-time tuition rate. If a student is registered for 7-12 credit hours they will be charged the current part-time tuition and fees.

A student may petition to drop credit hours after the drop/add period, however there are no refunds for any dropped credit hours after the drop/add period.

Tuition Charges

If a student is registered for 13-16 credit hours for a term they will be charged the current full-time tuition rate. If a student is registered for 7-12 credit hours for a term they will be charged the current part-time tuition and fees.

If a student takes less than 7 credit hours they will be charged the current per credit hour rate and will not be charged the General Fees or SBA dues. If a student takes more than 16 credit hours, they will be charged the current per credit hour rate for every credit hour over 16 credit hours.

If a student audits a course, the student will be charged half of the current per credit hour charge for each credit hour audited.

Character and Fitness

The Arizona Summit Law School is required to report any outstanding balance owed to the school when submitting a student's Character and Fitness to the Committee on Character and Fitness.

If a balance owed is reported to the Committee on Character and Fitness, then the Committee will notify the student and require them to at least enter into payment arrangements with the school (if not pay the balance in full). Once we have received official (school) confirmation that the issue has been or is being resolved, we will continue with our investigation.

If financial irresponsibility is determined to be an issue, the student MAY be subject to a hearing before the Committee on Character and Fitness and/or admission with financial oversight (conditions) and/or denial of admission.

Payment Plans

Arizona Summit Law School offers payment plans to students that will be paying for their tuition and fees out of pocket. The payment plan must be set up with the Student Accounts Manager prior to the start of a term.

The payment plan will be based off of a student's balance owed to the school after all financial aid (loans, scholarships, etc.) is applied to the student's account. The payment plan consists of three payments which will be 40%, 30%, and 30% of the balance due for each term. The amounts and dates of each payment will be established prior to the start of each term. The payment plan must be agreed upon in writing prior to it being initiated.

Failure to adhere to the agreed upon payment plan may result in, but not limited to, a financial hold being placed on a student's account, unregistering a student from a current or future term, and other school benefits such as, but not limited to, obtaining copies of transcripts or diplomas, school parking, library use, bar study programs, and any character and fitness applications will reflect the deficiency in financial responsibility to the school.

If a student misses the first payment or is late in making the first payment, a financial hold will be placed on their account. If a student misses their second payment, the payment plan is invalid and the entire balance due must be paid immediately.

Students that do not adhere to the dates and amounts of the agreed upon payment plan will not be eligible for a payment plan for future terms.

Institutional Loans

The school requires that all Institutional Loan be paid each month as agreed upon the note becoming due. Any account that remains delinquent will be transferred to the Student Loan Department for servicing. Once the account is transferred, the Student Account balance is subject, but not limited to, principle, interest, late charges, collection fees, credit bureau reporting, and any legal fees associated with the collection of debt. Students are responsible for all fees associated in the collection of the debt. A student with a balance due to the school, in the form of an Institutional Loan, will not be allowed any benefits from the school including, but not limited to, registration for courses, copies of transcripts or diplomas, school parking, library use, bar study programs, and any character and fitness applications will reflect the deficiency in financial responsibility to the school.