

**SANTA CLARA LAW
DOMESTIC LLM, TRANSFER & VISITING STUDENT
ORIENTATION HANDBOOK
FALL 2019**

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



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

IMPORTANT ACTION ITEMS!!!

THINGS TO DO BETWEEN NOW AND ORIENTATION

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 Federal Direct PLUS Loan for 2019-2020, please do so **beginning July 1**. You can use this anticipated aid to clear your tuition balance. For information about payment methods go to the [Bursar's Office](#) page. Remember the financial clearance deadline is the **due date** not the postmark date.
- Complete the online Financial Aid [Entrance Counseling](#) and sign the [Master Promissory Note \(MPN\)](#) for the unsubsidized Federal Direct Loan and Federal Direct PLUS Loan **beginning July 1**. Your federal financial aid will not disburse into your account and you will not be able to obtain your refund until you have done both. We strongly recommend that you do this at least two weeks prior to coming to campus.
- Students requesting accommodations must register with Disabilities Resources (DR) by completing the online application at www.scu.edu/disabilities. Once the student has provided all the necessary documentation and completed the application, DR will review the submitted materials and follow up accordingly. If the submitted materials are sufficient to establish accommodations at SCU, DR will contact the student regarding scheduling an "Intake Appointment." The Intake Appointment will take approximately 45 minutes and will cover an overview of DR services, procedures, expected student responsibility, and a detailed conversation about prescribed accommodations. Please note, all information and documentation are confidential.
- Submit an official copy of your undergraduate transcript showing the date your baccalaureate degree was conferred.

The School of Law requires that all students hold a baccalaureate degree before matriculation at Santa Clara. Newly admitted students must have their undergraduate college or university forward an official transcript showing the date the degree was conferred, directly to the Law Admissions Office. We must receive the transcript no later than the first day of orientation or you will be at risk of being administratively withdrawn from the School of Law. **Students who fail to resolve an outstanding transcript issue by October 1 will be administratively withdrawn from the School of Law, and will be responsible for all tuition due as a result of the withdrawal.** Note that students who are administratively withdrawn will have their scholarship offers rescinded, and their federal aid subject to Return to Title IV calculations, which could result in an outstanding tuition balance.

HEALTH HISTORY AND IMMUNIZATION RECORD

All Santa Clara students have a *MySCU Portal*. To access the *MySCU Portal* you will need your SCU username and password. All new students enrolled in Santa Clara University must go to the *MySCU Portal*, select the *Cowell Center My Student Health Portal* and **complete their Personal Health History** form as well as upload an official copy of their **immunization record**. It is each student's sole responsibility to complete both of these forms. (*continued on next page*)

☐ **HEALTH INSURANCE**

Purchase the University sponsored health insurance (www.scu.edu/cowell/insurance) plan or complete the online waiver form (www.scu.edu/cowell/insurance) by the **August 23, 2019 deadline date**. All students will be subject to the process below:

- **After June 24, 2019** - Online Health Insurance Waiver form **must be completed by August 23, 2019** in order to have the health insurance charge reversed from the student account within 3-5 business days.
- **After August 30, 2019** - The health insurance charge will remain on the student account until paid. **THIS CHARGE WILL NOT BE REVERSED** and must be paid along with any late payment fees.

ORIENTATION WEEK

Attendance at Orientation is very important. During Orientation, you will attend a variety of academic sessions and social events designed to ease your transition to law school. You will find the program academically informative. You will also begin to get to know your fellow classmates and the other members of the law school community. The orientation schedule will be posted later this summer on the [Admitted Students webpage](#). Orientation will be held during the week of August 12th.

Orientation for Domestic LL.M., Transfer, and Visiting Students will be on Wednesday, August 14 and Thursday, August 15.

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 12th.

ACCESS Card: Your Student ID

The ACCESS Credential 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 Credential for use at the Charney Law Library and to show as ID for all exams.

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

The ACCESS Office provides an online photo submission option that will save you valuable time. At the beginning of July, an email titled "Salutations from Online Photo" will be sent to your SCU.EDU address with easy instructions for you to submit your own current passport image. Please make sure to review [image requirements](#).

Law Students **must** select the option of having a **physical card** created for them. The mobile credential option is not yet available to law students.

All students with approved images will have ACCESS Card (if requested) made available during the Law School Orientation Check-In. If you are unable to use the online photo software, or miss submission deadlines, you can simply visit the [ACCESS Office](#), which is located in the lobby of the [Benson Memorial Center](#), in room 106. Please bring a U.S. government issued photo ID OR a passport to the ACCESS Office and be prepared to have your picture taken. **You must have your photo submitted and approved by August 23 to be included in the School of Law Student Directory.**

ACCESS Office hours effective June 17 through August 30 are below. The ACCESS Office will be closed on Monday, September 2.

Monday through Friday:
9:00 am - 5:00 pm

Technology Orientation

Our Law School Computer walk-in sessions are for all first year law students. Our Law Help Desk staff will assist students in configuring laptops for various SCU network resources, such as campus printing

(Smart Print). Depending on staff availability, assistance with smartphone setup for wireless & e-mail may also be available.

Computer Orientation material is available

Online: <http://lawhelpdesk.scu.edu/support/solutions/folders/1000043899>

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

August 12 to 15, 9 a.m.–1 p.m. & 2–7 p.m.

August 16, 9 a.m.–5 p.m.

Santa Clara Law Technical Support

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

Create a support ticket (recommended)	Call or Email	Drop In*
http://lawhelpdesk.scu.edu 24 hours a day	Ph: (408) 554-5762 Email: lawhelpdesk@scu.edu	The Santa Clara Law Help Desk is located in Charney Hall 111

*Drop-In support is available at the Law School Help Desk located in Charney Hall 111 during normal business hours. Otherwise, after-hours support is handled by University IT Service Desk at 408-554-5700.

Law School Help Desk Hours:

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

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

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

Closed Saturday, Sunday & Holidays

Santa Clara University IT Service Desk Hours:

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

Buying a laptop for law school? Check out [this page](#) for more info.

Campus Parking Permit

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

SANTA CLARA UNIVERSITY
SCHOOL OF LAW
ENTERING STUDENTS
FALL - 2019

General Information for All Students

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

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

IMPORTANT

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

CALENDAR: The fall term begins on Monday, August 19, 2019. 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 19, 2019 through September 13, 2019. Please call 408-554-4501 for more information.

Beginning Monday, September 16, 2019, the Student Health Services will return to its normal working hours of Monday through Friday 8:30 a.m. to 5:00 p.m. The Cowell Center will also periodically close for staff meetings. Please call the Cowell Center or visit their website at www.scu.edu/cowell/ for more information.

During after hours when the Student Health Services is closed, students may access medical guidance by calling the Nurse Advice Line at 408-554-4880. A report of your call will be faxed to the Center when it reopens and follow-up care will be given when needed. The Nurse Advice Line is closed during the summer and reopens on August 19, 2019.

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 3, 2019.

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

HEALTH HISTORY AND IMMUNIZATION RECORD: All Santa Clara students have a *MySCU Portal*. To access the *MySCU Portal* you will need your SCU username and password. All new students enrolled at Santa Clara University must complete the Personal Health History form found online through the Cowell Center My Student Health Portal. An up-to-date official immunization record document is also required and must be uploaded. It is your sole responsibility to complete 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 23, 2019 deadline date**. To access the waiver and enrollment forms, as well as health insurance benefit and cost information, go to www.scu.edu/cowell/insurance. All students will be subject to the process below:

- **After June 24, 2019** - Online Health Insurance Waiver form **must be completed by August 23, 2019** in order to have the health insurance charge reversed from the student account within 3-5 business days.

- **After August 30, 2019** - The health insurance charge will remain on the student account until paid. **THIS CHARGE WILL NOT BE REVERSED** and must be paid along with any late payment fees.

The 2019-2020 school sponsored insurance covers the period from August 15, 2019 to August 14, 2020.

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

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

DISABILITIES RESOURCES:

The Office of Disabilities Resources has been designated by the University to ensure access for all students with disabilities to all academic programs and University resources. Our goal is to support the college student with a disability to participate fully in campus life, its programs, and activities. We emphasize growth and individual achievement. We address this goal through the provision of academic accommodations, support services, and auxiliary aids.

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

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 over the summer.

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

Your financial aid will not disburse into your account until you complete the [Entrance Counseling](#) and sign your [Master Promissory Notes \(MPN\)](#) for the unsubsidized Federal Direct Loan and Federal Direct PLUS Loan. If you will be applying for the [Federal Direct PLUS Loan](#), you should do that between July 1-11 to ensure that your financial aid will be in place by the financial clearance deadline on **July 15**.

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

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

PARKING REGULATIONS: A valid parking permit is required for all faculty, student, and staff parking. The permit requirements are enforced at all times. They are available for purchase online via eCampus at <https://www.scu.edu/ecampus>. The parking fee for 2019-2020 is \$400.00.

STUDENT BULLETIN: The *Santa Clara University School of Law Bulletin* serves as a reference for law school rules, policies, and procedures. Students are responsible for knowing and following these

rules. It also provides a listing of programs and services. The complete bulletin can be found on the law school web page: www.law.scu.edu/bulletin.

UNDERGRADUATE TRANSCRIPT: The School of Law requires that all students hold a baccalaureate degree before matriculation at Santa Clara. Newly admitted students must have their undergraduate college or university forward an official transcript showing the date the degree was conferred, directly to the Law Admissions Office. We must receive the transcript no later than the first day of orientation or you will be at risk of being administratively withdrawn from the School of Law. **Students who fail to resolve an outstanding transcript issue by October 1 will be administratively withdrawn from the School of Law, and will be responsible for all tuition due as a result of the withdrawal.** Note that students who are administratively withdrawn will have their scholarship offers rescinded, and their federal aid subject to Return to Title IV calculations, which could result in an outstanding tuition balance.

STUDENT BULLETIN – FINANCIAL INFORMATION

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

Financial Responsibility

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

Financial Terms and Conditions

Students are required to accept the financial terms and conditions outlined by the University in order to continue their enrollment at SCU. Students will be prompted to accept the terms and conditions, on an annual basis, upon their login to eCampus. Students will not have access to their Student Center until they have read and agreed to the information contained on the page(s) prompted. By accepting SCU's financial terms and conditions, students are agreeing to pay 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. Please refer to the Bursar website at: www.scu.edu/bursar/tuition for details. Tuition and fee rate differences found in other publications will not be honored.

Application Fee (nonrefundable) \$75

Deposits:

Initial tuition deposit \$250

Final tuition deposit \$550

Tuition and Fees:

First-year, full-time J.D. division
students annual tuition (28 units at
\$1,876 per semester unit) \$52,528

First-year, part-time J.D. division students annual tuition (21 units at \$1,876 per semester unit)	\$39,396
J.D. students (per semester unit)	\$1,876
LL.M. students (per semester unit)	\$2,104
Student Health Insurance (annual fee)	\$2,968 (pending CA Division of Insurance final approval)
Late payment fee (per billing statement)	\$100

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.

Health Insurance

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

Students may purchase the university sponsored **United Healthcare PPO** Student Health Insurance Plan, but are not required to if they can provide proof of other insurance coverage comparable to the United Healthcare PPO Student Health Insurance Plan. The United Healthcare PPO insurance plan begins on August 15, 2019 and terminates on August 14, 2020. We are awaiting the final approval from the CA Division of Insurance of the 2019/2020 insurance plan benefits and premium and do not yet have a confirmed premium amount for publishing. For your information, the 2018/2019 United Healthcare plan annual premium was \$2,968.00. Once the 2019/2020 premium is available it will be posted on the insurance website listed below. Students with comparable health insurance must complete the Online

Waiver Form with their own insurance information prior to the **August 23, 2019 FINAL waiver deadline date**. To access the waiver and enrollment form please go to www.scu.edu/cowell/insurance and click on **Click Here** located on the page. You will be taken to the Gallagher Student Login Page for Santa Clara Students. In the Student Access column on the left click the option Student Waive/Enroll and follow the prompts.

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

- **After June 25, 2019** – Online Health Insurance Waiver form must be completed by the law **waiver deadline date of August 23, 2019** in order to have the health insurance charge reversed from the student account within 3-5 business days.
- **By August 23, 2019** – The Online Health Insurance Waiver must be completed in order to have the health insurance charge reversed within 3-5 business days. **All late payment fees will remain on the student account and must be paid.**
- **After August 23, 2019** - The health insurance charge will remain on the student account until paid. **THIS CHARGE WILL NOT BE REVERSED** and must be paid along with all late payment fees.

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

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

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

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

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

- Health insurance plans must provide benefits for Medical Evacuation and Repatriation of Remains. A minimum of \$50,000 is required for Medical Evacuation and a minimum of \$25,000 is required for Repatriation of Remains. **(International Student requirement)**
- Health insurance policy must provide unlimited lifetime maximum coverage. Benefits cannot have a specific maximum amount.

- Pre-existing conditions must be covered (with no waiting period).
- Health insurance plans must provide coverage for inpatient and outpatient hospitalization in Santa Clara County, California, US.
- Health insurance plans must provide access to local doctors, specialist, hospitals and other health care providers in emergency and non-emergency situations in Santa Clara County, California, US.
- Health insurance plans must provide coverage for lab work, diagnostic x-rays, emergency room treatment, ambulance services and prescription coverage in Santa Clara County, California, US.
- Health insurance plans must provide coverage for inpatient and outpatient mental health.

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

Parking Permits

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

Housing Plans

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

Billing and Payment Procedures

Student Accounts and Billing

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

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

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

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

Billing dates and deadlines

Fall 2019 – Billing available July 1; payment due July 21.

Spring 2020 – Billing available December 1; payment due December 21

Summer 2020 – Billing available May 1; payment due May 21*

*(summer abroad program tuition is due April 15)

Payment Methods

Santa Clara University offers a variety of payment methods to students to assist with their financial obligations. Please visit our Bursar's office website for additional payment information:

<https://www.scu.edu/bursar/paymentoptions/>

Payment by Electronic Check

A student or Authorized User can make online payments by processing a fund transfer directly for their *personal* checking or savings account through a third party website accessible via the University eCampus system. The payer is able to make electronic payments without incurring a transaction fee.

Payment by Mail

Payment for student account charges are accepted by mail utilizing the University's cash management service lock box. Please enclose a paper check or cashier's check made payable to Santa Clara University; and a copy of the billing statement and mail it to: SCU Payment Processing, P.O. Box 550, Santa Clara, CA 95052-0550.

Payment in Person

Payment for student account charges may be made in person by cash or check only at the OneStop Office, located in the Admissions & Enrollment Services Building. The OneStop office is not able to accept any electronic forms of payment. However, there are computer kiosks located within the office for the convenience of students and their payers who wish to make electronic payment. Regular business hours are Monday-Friday, 8:30 am-5:00 pm.

Term Payment Plan

Students currently enrolled at SCU may be eligible to enroll in a monthly payment plan to assist with budgeting needs, on a term basis. There is a \$40 non-refundable enrollment fee per term and students must have a US bank account to enroll in a term plan. The first payment is due upon enrollment and all subsequent payments will be processed automatically each month thereafter. Plans are subject to rebalancing based upon changes in enrollment and/or financial aid. Participants must enroll each term; there is no automatic re-enrollment. Please note there are no payment plans for the summer session.

International Payment by Wire Transfer

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

Delinquent Payments

If all charges on a student's account are not cleared by payment, financial aid, or loan disbursement by the payment deadline, 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 ten percent interest per annum on the balance remaining from the date of default in accordance with California State law.

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

Billing Disputes

If a student wishes to dispute any charges 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 item in question 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; all other items not in question must be paid by the due date. If the amount in question is found to be correct, payment must be submitted to the Bursar's Office immediately upon notification.

Tuition Insurance Protection

Students and families may protect themselves against financial loss due to unexpected withdrawal from the University, for medical or mental health reasons, by purchasing tuition insurance coverage. The University has identified an insurance company, A.W.G. Dewar Inc., to provide an optional insurance protection plan. This plan is designed to protect from loss of funds paid for tuition should it be necessary to withdraw completely from the University during the term for medical or mental reasons. Information on the tuition insurance plan can be found at www.collegerefund.com and available on the Bursar's Office website at www.scu.edu/bursar/tuitionprotection.

Tuition Refund Process and Policy

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

- Account must reflect a credit balance
- Student cannot be enrolled in a payment plan
- Encumbered time has lapsed (14 calendar days for paper check, 7 calendar days for online payment)
- Payment by wire transfer will be returned via the same method
- Payment from third parties will be refunded to the originating source
- No refunds for overpayments made on an account, unless student drops or withdraws

Policy – Students who formally withdraw from the University or drop courses are eligible for a tuition refund in accordance with the policies outlined below. No refunds are made for any 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.

– Students who withdraw from the University or drop courses by the end of the first week of classes will receive a 100% tuition refund, less any applicable fees, for the semester.

– Students who withdraw from the University or drop courses by the end of the second week of classes will receive a 60% tuition refund, less any applicable fees, for the semester.

– Students who withdraw from the University or drop courses by the end of the third week of classes will receive a 40% tuition refund, less any applicable fees, for the semester.

– Students who withdraw from the University or drop courses by the end of the fourth week of classes will receive a 20% tuition refund, less any applicable fees, for the semester.

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

Please note: Students may drop courses on eCampus until 11:59 p.m. on the Sunday immediately following the beginning of the semester and still receive 100% refund. However, this is only valid if a student has no registration holds and does not require assistance from a staff member. All other transactions must be completed by 5 p.m. on the first Friday of the semester.

Summer

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

- Students who withdraw from the University or drop courses by the end of the first week of classes will receive a 100% tuition refund, less any applicable fees, 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% tuition refund, less any applicable fees, 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 may be purchased to cover tuition charges for medically related withdrawals that occur after the first week of the semester.

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

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

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 and loans.

Enrollment Status, Satisfactory Academic Progress and Federal Aid Eligibility

To remain eligible for federal financial aid, students must be enrolled at least half-time and must be making satisfactory academic progress.

Half-time Status

Fall and Spring Semesters:

- 6 units per semester*

Summer:

- 3 units

*NOTE: Other School of Law academic policies require enrollment above these minimums, per semester. Please consult the [Degree Programs](#) section of the Bulletin for more information.

Eligibility for scholarships and loans may be affected by changes in enrollment. Financial aid recipients who switch from a full-time to part-time course load, or vice versa, must inform the Law Admissions and Financial Aid Office.

Students who drop below half-time must notify the Law Admissions and Financial Aid Office immediately. Students who drop below half-time 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.

Satisfactory Academic Progress

J.D. students are required to maintain a minimum cumulative 2.33 grade point average for all completed courses in order to avoid disqualification. If a financial aid award has been made to a student who disqualifies, the award offer will be withdrawn.

A disqualified first-year student who is readmitted following successful completion of the First-Year Law Students' Examination will be considered to be in good standing for financial aid purposes, but any previously withdrawn financial aid award offer will not be reinstated.

Federal Aid Eligibility

In order to be eligible for financial aid students must meet the following criteria:

- be a U.S. citizen or [eligible non-citizen](#) enrolled or accepted for enrollment in a degree or certificate program of study at least half-time
- make satisfactory academic progress
- not be in default on a federal student loan
- not owe a refund on any federal financial aid grant
- have a valid Social Security number
- be registered with [Selective Service](#) (if required)

NOTE: Students with [criminal convictions, including drug offenses](#), may have limited eligibility for student aid.

Students should file the [Free Application for Federal Student Aid \(FAFSA\)](#) annually. Santa Clara University's school code is 001326.

Determining Financial Need

Need-based financial aid is determined from the information gathered from the FAFSA. The Law Admissions and Financial Aid Office takes the total cost for attending Santa Clara University School of Law for an academic year (including room, board, books, supplies, local transportation, loan fees and personal expenses) and subtracts the Expected Family Contribution (EFC). The result is a student's demonstrated financial need.

Calculating Financial Need

Cost of Attendance minus Expected Family Contribution (EFC) equals Financial Need

Cost of Attendance

[Cost of Attendance](#) is the estimated amount it will cost to attend Santa Clara University for one academic year.

Expected Family Contribution

The [Expected Family Contribution \(EFC\)](#) is the amount that a student and a student's spouse (if married) are expected to contribute toward the student's education. This amount is determined according to a standardized formula established by the federal government known as federal methodology (need-analysis formula) and is based on the information reported on the Free Application for Federal Student Aid (FAFSA).

Federal Aid

Federal Work-Study

[Federal Work-Study](#) allows graduate students to earn money to help cover non-billable educational expenses by working at Santa Clara University or at authorized nonprofit organizations.

- Need-based
- FAFSA required

Federal Direct Loan

The [William D. Ford Federal Direct Loan](#) program provides low-interest loans for graduate students to help pay for their educational expenses.

- Non need-based
- FAFSA required
- Must be enrolled at least half-time
- 2019-2020: 6.079% interest rate
- 1.062% origination fee for loans with a first disbursement date on or after October 1, 2018 and before October 1, 2019

- Unsubsidized
- 6-month grace period before repayment
- Must complete [Entrance Counseling](#) and a [Master Promissory Note \(MPN\)](#)

Graduate Federal Direct Loan Limits

- \$20,500 annual borrowing limit
- \$138,500 maximum aggregate borrowing limit

When considering borrowing a federal student loan, students should also understand [repayment options](#).

Federal Direct PLUS Loan

The [William D. Ford Federal Direct PLUS Loan](#) provides an additional borrowing option for graduate students.

- Non need-based
- FAFSA required as well as a credit check
- Must be enrolled at least half-time
- 2019-2020: 7.079% interest rate
- 4.248% origination fee for loans with a first disbursement date on or after October 1, 2018 and before October 1, 2019
- Unsubsidized
- Must complete [Entrance Counseling](#) and a [Master Promissory Note \(MPN\)](#)

After completing the [Free Application for Federal Student Aid \(FAFSA\)](#), and receiving a Financial Aid award from the Financial Aid Office, students may apply for a Federal Direct PLUS Loan at [StudentLoans.gov](#).

NOTE: Students who are denied a Federal Direct PLUS Loan due to credit issues, have the following options:

- They may be approved with an endorser (co-signer)
- They may appeal the credit decision directly with the Direct Loan Department at [StudentLoans.gov](#) or by calling 1-800-557-7394.

When considering borrowing a federal student loan, students should also understand [repayment options](#).

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 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 consult with our [Veteran's Support Services](#) team.

Private Aid

Private Scholarships

In addition to Santa Clara University, there are scholarships sponsored by corporations, civic organizations, religious organizations and other groups.

NOTE: Students awarded a scholarship from an outside organization, should provide the donor with our contact information. All correspondences and scholarship checks should be sent to the Law Admissions and Financial Aid Office.

Private Educational Loans

[Private Educational Loans](#) allow law students who have exhausted or who are ineligible for federal aid an alternate means of borrowing to help pay for their educational expenses. Law students often borrow private loans to help cover expenses while studying for the bar exam. Private loan providers have their own application and repayment terms. Students should review all terms and disclosures before applying for one of these credit-based loan alternatives.

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 disbursable 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 Federal Direct Loan
- Federal Direct 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 studentloans.gov. Students will be notified when this requirement should be completed.

Verification

[Verification](#) is the process established by the U.S. Department of Education to check the accuracy of aid applications. Students selected for verification will need to provide the specific documentation required for independent students.

Participation in the verification process is not optional. Students who do not submit the requested documentation will not be eligible to receive federal financial aid.

NOTE: Failure to meet the verification deadline may result in aid not being reinstated. Any delays in sending documentation may result in students not having aid by the beginning of the academic term. In this case, it is the student's obligation to pay the account balance on their student account.

Scholarships

For information on [Santa Clara Law scholarships](#), refer to the Law Admissions and Financial Aid website.

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

International/Foreign-Born/Naturalized Students

Questions regarding visa status and international student status should be directed to Santa Clara University's [Global Engagement Office](#).

SCHOOL OF LAW

2019-2020 GRADUATE ACADEMIC CALENDAR



SANTA CLARA UNIVERSITY

FALL SEMESTER 2019

Jun 3-7	M-F	Fall registration: upper division
Jul 21	Su	Payment deadline for Fall 2019
Aug 12-16	M-F	First Year Orientation
Aug 17	Sa	Saturday classes begin
Aug 19	M	Classes begin
Aug 23	F	Last day for late registration: Last day for 100% tuition refund
Aug 30	F	Last day for a 60% tuition refund
Sep 2	M	Labor Day: academic and administrative holiday
Sep 6	F	Last day for a 40% tuition refund
Sep 13	F	Last day to file for pass/no pass option at Student Services
Sep 13	F	Last day for a 20% tuition refund. No tuition refund after this date
Oct 2	W	Mass of the Holy Spirit, 12 pm at the Mission Church. Classes will not meet from 11:45-1:15 pm. Classes scheduled to begin at 1 p.m. will begin instead at 1:15. (some classes may meet; consult instructor)
Oct 7	M	Last day to petition for 2019 or 2020 degree
Oct 11	F	Last day to request an administrative exam reschedule
Oct 14-15	M-Tu	Fall recess — no classes (Student Services Office closed)
Oct 16	W	Administrative Monday: All Mon. classes meet in place of all Wed. classes
Oct 21-25	M-F	Spring registration period: upper division
Nov 27	W	Classes end
Nov 28-29	Th-F	Thanksgiving: academic and administrative holidays
Nov 30-Dec 3	Sa-Tu	Reading period
Dec 4-20	W-F	Examination period
Dec 21-Jan 10	Sa-F	Christmas recess
Dec 24-25	Tu-W	Christmas: administrative holidays
Dec 31-Jan 1	Tu-W	New Year's: administrative holidays

All dates are inclusive. Dates are subject to change.



SPRING SEMESTER 2020

Oct 21-25	M-F	Spring registration period: upper division
Dec 21	Sa	Payment deadline for Spring 2020
Jan 11	Sa	Saturday Classes begin
Jan 13	M	Classes begin
Jan 17	F	Last day for late registration: Last day for a 100% tuition refund
Jan 20	M	Martin Luther King Day: academic and administrative holiday
Jan 24	F	Last day for a 60% tuition refund
Jan 31	F	Last day for a 40% tuition refund
Feb 7	F	Last day to file for pass/no pass option at Student Services
Feb 7	F	Last day for a 20% tuition refund. No tuition refund after this date.
Feb 17	M	President's Day: academic and administrative holiday
Feb 18	Tu	Administrative Monday: All Mon. classes meet in place of all Tues. classes
Mar 6	F	Last day to request an administrative exam reschedule
Mar 9-14	M-Sa	Spring break – no classes
Mar 30-Apr 3	M-F	Summer registration period
Apr 10	F	Good Friday: academic and administrative holidays
Apr 11	Sa	Easter Saturday
Apr 29	W	Administrative Friday: All Fri. classes meet in place of all Wed. classes
Apr 29	W	Last day of class
Apr 30-May 3	Th-Su	Reading period
May 4-20	M-W	Examination period
May 23	Sa	Commencement, 9:30 a.m., Mission Gardens

SUMMER SESSION 2020

Mar 30-Apr 3	M-F	Summer registration period
May 21	Th	Payment deadline for Summer 2020
May 23	Sa	Saturday Classes begin
May 25	M	Memorial Day: administrative holiday
May 26	Tu	Classes begin
Jun 1	M	Last day to add/drop
Jun 8	M	Last day for a 50% tuition refund. No tuition refund after this date
Jun 22	M	Last day to request an administrative exam reschedule
Jul 3-4	F-Sa	Independence Day Celebration: academic and administrative holiday
Jul 14	Tu	Administrative Friday: All Fri. classes meet in place of Tue. classes
Jul 14	Tu	Last day of class
Jul 15-16	W-Th	Reading period
Jul 17-18	F-Sa	Examination period

IMPORTANT LINKS

Course Schedules: <https://law.scu.edu/course-schedule/>

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

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

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

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

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

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

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

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

Disabilities Resources: www.scu.edu/disabilities

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

FAFSA: <https://studentaid.ed.gov/sa/fafsa>

Global Engagement Office: <https://www.scu.edu/globalengagement/>

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

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