



Tuition Payment and Late Fee Policy

Approved: 10-6-2025

Effective: 10-6-2025

Students at Charleston School of Law must have all tuition and required fees paid in full in order to remain registration for any class by the appropriate due dates as listed below.

1. Tuition Due Dates

Tuition and all associated fees are due in full by the published due date each semester:

- Fall Semester: Drop/Add date
- Spring Semester: Drop/Add date
- Summer Semester: Drop/Add date

Students are responsible for reviewing their billing statements and ensuring timely payment.

The payment due dates do not apply to students receiving VA benefits where the benefits cover the entire tuition and fees.

2. Payment Methods

Accepted payment methods include:

- Online student portal (credit card plus 3% for credit card charge, debit card, ACH transfer)
- In-person at the Student Accounts Office
- Mailed check (must be received by the due date)

3. Late Fees

- A \$100 late fee will be assessed if payment is not received by the due date.

- An additional \$50 will be charged for each 30-day period the balance remains unpaid.

Late fees apply unless a formal exception is granted by the Student Accounts Office.

4. Consequences for Non-Payment

Failure to pay tuition and fees by the due date may result in the following actions:

- Administrative Drop: Students may be dropped from some or all enrolled classes.
- Registration Hold: Students will be unable to register for future semesters.
- Diploma Hold: Official diplomas will not be released.
- Loss of Campus Privileges: Access to campus and other services may be suspended.
- Collections: Accounts with prolonged non-payment may be referred to a collections agency, and additional fees may apply.

5. Exceptions and Appeals

Students may request an exception to the late fee or non-payment consequences by submitting a Late Fee or Payment Appeal Form to the Student Accounts Office.

- Appeals must be submitted within 30 days of the fee or action.
- Appeals must include:
 - A written explanation of the circumstances
 - Acceptable documentation, such as:
 - Medical records or doctor's note for illness or hospitalization
 - Death certificate or obituary for a family emergency
 - Letter from employer regarding job loss or reduction in hours
 - Financial aid delay notification
 - Court documents for legal obligations
 - Natural disaster or emergency service reports
 - Military deployment orders

Approved exceptions may result in:

- Waiver or reduction of late fees
- Extended payment deadlines
- Temporary removal of holds or class drops

6. Payment Plans

Students may enroll in an approved payment plan before the tuition due date to avoid late fees and penalties. Payment plans must be maintained in good standing to remain eligible for continued enrollment and services.

7. Communication

All billing notifications are sent to the student's official law school email address. It is the student's responsibility to monitor his/her account and email regularly or provide other address if desired.

8. Alteration

The Law School reserves the right to amend or alter this policy.