

Charleston School of Law – Tuition Payment & Late Fee Policy

Approved: October 6, 2025

Effective: October 6, 2025 (Starting for the Spring 2026 Semester)

Introduction

At Charleston School of Law, we believe every student should have the opportunity to pursue their legal education without unnecessary financial stress. We understand that law school is both an important investment and a major personal commitment, and our goal is to partner with students to make that investment manageable and transparent.

This policy establishes payment timelines and options that help students stay organized, avoid late fees, and maintain uninterrupted enrollment. More importantly, it reflects our commitment to working with each student to create a plan that supports their success.

If you ever experience financial challenges or unexpected circumstances while enrolled at Charleston School of Law, please contact the Student Accounts Office as soon as possible. We are here to help explore payment options, plans, and individualized solutions so that every student has the best opportunity to continue their education at Charleston School of Law.

1. Tuition Due Dates

Tuition and all required fees are due in full seven (7) days prior to the published first day of class for each semester. Students are responsible for reviewing their billing statements and ensuring timely payment.

Note: These due dates do **not** apply to students receiving VA benefits that fully cover tuition and fees.

2. Payment Methods

Accepted payment methods include:

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

3. Late Fees

To avoid late fees, students must either pay their balance in full or establish an approved payment plan with the Student Accounts Office by the tuition due date.

- A \$100 late fee will be assessed if neither payment nor a payment plan is in place by the due date.
- An additional \$50 will be charged for each 30-day period that the balance remains unpaid or that no active payment arrangement exists.
- Late fees apply unless a formal exception is granted through 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: removal from some or all enrolled classes
- Registration Hold: inability to register for future semesters
- Diploma Hold: withholding of official diplomas
- Loss of Campus Privileges: suspension of campus or service access
- Collections: referral to a collection agency; additional fees may apply

5. Exceptions and Appeals

Students may request an exception to late fees or non-payment actions by submitting a Late Fee or Payment Appeal Form to the Student Accounts Office. All exceptions and appeals must be approved by the Chief Financial Officer (CFO) or, in the CFO's absence, the Dean or President.

Appeal Requirements:

- Must be submitted within 30 days of the fee or action
- Must include:
 - A written explanation of circumstances
 - Supporting documentation such as:
 - Medical records or doctor's note for illness or hospitalization
 - Death certificate or obituary for family emergency

- Employer letter for job loss or reduced hours
- Financial-aid delay notice
- Court documents for legal obligations
- Natural disasters 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 experiencing financial difficulty may request a payment plan by completing the Payment Plan Request Form, available in the Student Accounts Office.

Approval is based on demonstrated need and a signed payment agreement and must be authorized by the Chief Financial Officer (CFO) or, in the CFO's absence, the Dean or President.

Students must maintain a good standing payment plan to remain eligible for continued enrollment, graduation, and other institutional services.

7. Communication

All billing notifications are sent to the student's official Charleston School of Law email address. Students are responsible for monitoring their accounts and communications regularly, or for providing an alternate address if desired.

8. Alteration

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

Commitment to Student Success

Charleston School of Law is deeply committed to the success and well-being of every student. We recognize that each student's financial circumstances are unique, and we want you to know that you are not navigating this process alone.

Our Business and Student Accounts teams are here to help. Whether that means setting up a payment plan, exploring short-term solutions, or simply talking through options that fit your situation. Our goal is to ensure that every student who is dedicated to earning their degree has the opportunity and support to do so.

We appreciate your cooperation and communication as we work together to keep your educational journey on track. Your success is our priority, and we are proud to partner with you every step of the way.