The following two pages are from the Institute for Paralegal Studies Student Handbook. Both the withdrawal policy and refund schedule have been highlighted for reference.
Changes may be made to a student's registration up until the start of the Session date without incurring any late fees.

A student must be officially registered for a course before attending any classes. No student may register for a course after the late registration period.

**Registration Changes (Add/Drop/Swap)**
Students can add, drop, or swap courses before the official session start date with no financial impact. Students making changes via LOCUS after the session start date should be mindful of the financial impact of these changes (see “Withdrawal Refund Schedule” below). Once a session begins, students may make changes to their schedule via LOCUS during the late/change registration period (the 1st week of classes) and receive 100% tuition credit. Classes cannot be dropped after the 7th class session.

**Registration Aids**
Students can access schedules and program requirement lists online within the Current Student section.

**Registration Holds**
Students can view detailed information regarding their holds within their LOCUS account. If you are having difficulty with registration, please be sure to check your holds on LOCUS prior to contacting the Institute Office.

**Auditing**
Auditing Institute classes is not permitted, and only PLST 398/399 Internship is taken on a pass/fail basis.

**Withdrawal From a Course or From the Institute**
A student who wishes to withdraw from a course or from the Institute must notify the Director either in writing (an e-mail message to paralegal@luc.edu is acceptable). A student is considered to be in attendance until this formal written notice has been received by the Director. University policy requires all financial obligations to be dated from the date of the formal notice of withdrawal and not from the date of the last class attended.

**Schedule Change and Withdrawal Refund Schedule**
A schedule change is defined as adding and dropping any number of courses but maintaining enrollment. There is no financial impact for schedule changes made before the official session start date. A withdrawal from class after the session start date through the 7th class session will result in a “W” grade. Classes cannot be dropped after the 7th class session. If you stop attending a class but do not officially withdraw from it, your grade will be computed on the basis of what work you did complete. Exact withdrawal dates are posted to the Academic Calendar on the Registration and Records website.
A complete withdrawal from all classes before the beginning of the session start date results in no financial responsibility and no assignment of grade. Students who withdraw during the late and change of registration period receive a 100% tuition credit.

Any changes to your schedule or to withdraw from classes after the late/change registration period must be done through the Institute Office.

Tuition and fee charges will be based on the beginning of the session, not on the class start date. For students who withdraw after the official session start date, charges will be based on the following adjustment schedule.

<table>
<thead>
<tr>
<th>Effective date of withdrawal</th>
<th>Tuition Credit given</th>
</tr>
</thead>
<tbody>
<tr>
<td>First week of session</td>
<td>100%</td>
</tr>
<tr>
<td>Second week of session</td>
<td>80%</td>
</tr>
<tr>
<td>Third week of session</td>
<td>40%</td>
</tr>
<tr>
<td>Fourth week of session and after</td>
<td>0%</td>
</tr>
</tbody>
</table>

The Office of Student Financial Aid (OSFA) is required to recalculate financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing more than 60% of a term, and for those who do not successfully complete at least one course in a term. Please check with the OSFA for your continued financial aid eligibility should you change your enrollment.

In addition, a student may be required by the Director to withdraw from the Institute because of academic deficiency, lack of sufficient progress toward completion of certificate requirements, failure to adhere to University requirements and/or certificate requirements, failure to adhere to University requirements and regulations for conduct, or failure to meet financial obligations to the University.

**Registration in Non-Institute Courses**

Students admitted to the Institute for Paralegal Studies, as a rule, may register for Institute courses only. Dual registration is possible, however, if the student is also admitted to another college in the University. Institute students should notify the Director of their intention to register for non-Institute courses.

**Semester Hour Limitation**

No Institute student may register for more than 6 semester hours of courses (3 classes) in one 8-week session.

**Program Completion**

All students are expected to complete their studies within three calendar years of entering the program. Students who plan not to register for an upcoming session should notify the Director in writing of their intended return date.