

Use this form only if you have already registered for the term.

GOLDEN GATE UNIVERSITY

School of Law

SCHEDULE CHANGE REQUEST

Term: 20____ Fall Spring Summer

Name: _____ GGU ID# or SS#: _____

E-mail address: _____ Day phone #: () _____

Anticipated GGU Degree: JD LLM SJD

Anticipated Graduation Month & Year ____/____

Non-Matriculated: Visitor Auditor*

JD students, please indicate academic program:
 Full-time Part-time Evening
 HLP JD/MBA JD/PhD

CREDIT COURSE SELECTIONS							
Add	Drop	Dept	Course #	Sec #	Units	Course Title	Adviser/Instructor Signature
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

Reason for Schedule Change(s): _____

Wait Lists: If you are wait-listed for a course, you will be contacted to add the course if space becomes available. You will not be added automatically.

Tuition Credit: This transaction may not result in a credit of tuition charges for dropped courses. Please refer to the policy on the back of this form for more information.

AUDIT COURSE SELECTIONS*						
Add	Change	Dept	Course #	Sec #	Course Title	Instructor Signature
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					

*Audited courses do not count towards degree completion. Audit status is not available to students enrolled in a degree program except for SJD students. Auditors may be required to participate in class discussions but they receive no grade or academic credit for the course. SJD and non-matriculated students may change to audit status until the last day of instruction for the term. Once the status of a course has been changed to audit, it may not be revoked.

I acknowledge that I have read and understand the School of Law's withdrawal tuition credit, wait list and audit policies on the back of this form.

Student's Signature

Date

Processed by

WITHDRAWAL TUITION CREDIT POLICY

Registration constitutes a financial contract between a student and the university. Students are responsible for paying all registration charges by the due dates for the payment options they select, or their registration may be canceled. Failure to attend class meetings, participate in a course, or oral notification of intent to withdraw is not considered official withdrawal from a course. The following policies apply when a student wishes to officially withdraw from a course.

Withdrawal from a course (commonly known as "dropping") is official once the Law School registrar has been notified. Notification may be made electronically by dropping a course online via GGU4YOU or in writing by submitting a Schedule Change Request form. Written notifications may be delivered in person, by standard mail, by fax, or by electronic mail. Electronic mail must originate from the students' e-mail addresses on record with the Law School Registrar's Office. The date the written notice is received will be the official date of withdrawal. Oral notification of intent to withdraw is insufficient.

Students should refer to the Academic Calendar to determine the last day to drop courses without tuition charge. **Fees are not refundable except in the case of a course being canceled by the Law School.** Tuition credits remain in a student's account. Refunds are issued by Student Accounting Services upon written request from the student. If a student receives financial aid and withdraws from all courses, that aid is subject to the Return of Title IV Calculation, which may result in a balance due on the student's account.

REGULAR COURSES

Regular Courses are those which generally meet for the entire length of the term or for four or more weeks. Tuition will be credited as shown below.

Withdrawal Date	Credit Amount
Official withdrawal prior to the start of instruction	100 % tuition and fees credit
Official withdrawal during the first or second week of instruction	100 % tuition credit
Official withdrawal during the third or subsequent week of instruction	No tuition credit

INTENSIVE COURSES

Intensive Courses are those that are shorter than four weeks in length and generally meet more than once a week. Tuition will be adjusted as shown below.

Withdrawal Date	Credit Amount
Official withdrawal prior to the first class meeting	100 % tuition and fees credit
Official withdrawal after the first or second class meeting	100 % tuition credit
Official withdrawal after the third or subsequent class meeting	No tuition credit

RETURN OF TITLE IV CALCULATION

Students receiving Title IV funds (i.e. Stafford and Perkins loans) who decide to withdraw from all of their courses for a term must notify the Law Financial Aid Office by e-mail at lawfao@ggu.edu after submitting the proper withdrawal request (Schedule Change Request form) to the law school registrar. Students who are also withdrawing from their academic programs or seeking a leave of absence must also complete the corresponding forms and notify the Law Financial Aid Office of their change in status. If a Withdrawal from Law School form is submitted, the student's official withdrawal date will be determined from the form. If a form is not submitted, the student's official withdrawal date will be determined from the date of the course withdrawal request submitted to the law school registrar.

A Return of Title IV Funds calculation will be completed to determine the financial aid ramifications of the withdrawal based on the student's official withdrawal date. Students may be required to return funds that they are no longer eligible to receive based on this calculation. Up through the 60 percent point in each term, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60 percent point of the term, a student has earned 100 percent of the Title IV funds, and no return of federal student aid will be necessary.

The Federal Return of Title IV funds calculation is separate from the Golden Gate University School of Law Withdrawal Tuition Credit Policy. All students receiving Title IV Aid are subject to this federal policy. In addition, students withdrawing from their programs, or taking a leave of absence must complete a loan counseling exit interview.

REFUNDS & FINANCIAL PETITIONS

Refunds of Credit Balances

To receive refunds of credit balances resulting from tuition credits in accordance with the School of Law Withdrawal Tuition Credit Policy, students must submit written requests to Student Accounting Services. Requests may be submitted by e-mail to sas@ggu.edu or by letter. Refund checks will be mailed to the student's address on record unless a different address is noted in the request. Credit card refund requests must include the last four digits of the credit card number and the expiration date of the credit card that was used to pay the charges. To receive a refund for a personal check deposited within 60 days, the student must submit proof the check has cleared the student's bank, such as a bank statement.

Student Financial Petitions

Students who are confronted with unexpected circumstance that require them to withdraw from some or all courses after the second week of the term may petition the Law School to reverse a portion of their tuition charges. To do so, they must submit petitions in writing to the Law School Financial Petitions Committee no later than 90 days after the last day of the term in which the course(s) were dropped. See the Financial Petition form for more information.