

**CALIFORNIA WESTERN SCHOOL OF LAW  
PETITION FOR REDUCED  
COURSELOAD TUITION ADJUSTMENT**

**RECEIVED and  
APPROVED BY**  
\_\_\_\_\_ **Bus Office**

**DISTRIBUTION**  
\_\_\_\_\_ **Fin Aid**  
\_\_\_\_\_ **Registrar**  
\_\_\_\_\_ **Student**

Student Name (please print) \_\_\_\_\_

Student ID Number \_\_\_\_\_

Local Telephone Number \_\_\_\_\_

I am currently enrolled in the (circle one) Full Time / Part Time Division

I intend to register for \_\_\_\_\_ units for the (circle one) Fall/Spring/Summer 20\_\_\_\_\_ trimester.

Please read the **Tuition Policies** noted below. This form is required for Full Time Division students who plan to enroll in fewer than 10 units and Part Time Division students who plan to enroll in fewer than 8 units, and who want to pay a reduced tuition rate

Will this be your final trimester? Yes \_\_\_\_\_ No \_\_\_\_\_

Submit the completed form to the Business Office. You may be contacted by phone to provide additional information and you will be notified via your CWSL email account regarding any action taken by the Business Office.

**TUITION POLICIES**

All Full Time Division students are required to pay California Western School of Law full tuition for a minimum of six full-time trimesters. All Part Time Division students must pay California Western School of Law full tuition for a minimum of nine part-time trimesters. Tuition paid to other institutions will not count toward satisfying this requirement even if the credits earned count toward meeting graduation requirements.

- 1.3.1 JD Program - Full Time Division Rate** - The full time division rate applies to students enrolled in the regular law school program requiring 89 units to complete and 89 units of residency credit. This rate assumes a range of credits from 10 to 17 in any one trimester. A student enrolled in this division is estimated to complete the program in not less than 6 full time trimesters. Therefore, a student must pay at least 6 full time tuition rates to complete the program.
- 1.3.2 JD Program – Part Time Division Rate** - The part time division rate applies to students who are enrolled, specifically, in the part time division. Students enrolled in this division are charged the “part time” division tuition rate for 9 trimesters. A student may take between 8 and 11 units in those trimesters (See Section 1.3.3). Students switching from the full time division to the part time division must obtain approval by the Associate Dean of Academic Affairs and may be required to pay a conversion fee in addition to the charges applied for the trimester in which the change in divisions is made depending upon the number of units completed at the time of conversion (See Section 1.4.4).
- 1.3.3 JD Program - Per Unit Tuition Rate** - The per unit tuition rate is applied to each trimester in which a student is enrolled in classes for less than the minimum number of units required for their division. A petition for a reduced course load must be approved by the Business Office for each reduced course load trimester.

**By signing this form, I understand that in taking a reduced course load I may pay more than the minimum required tuition and that my financial aid will be adjusted accordingly.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_