

Florida International University
Legal Studies Institute
Payment, Refund, and Transfer Policy

Payments:

1. All payments must be made in full on or before the DROP/ADD date which will take place approximately during the second week after classes begin. (See the LSI Academic Calendar for the exact date for your particular program).
2. A \$100 late payment fee will be applied to outstanding balances after the DROP/ADD deadline.
3. Payments are accepted in the form of either:

Credit Card, Check Card, Personal Check, Cashier's Check, Money Order, or Bank Wire Transfer (made payable to FIU-LSI). No Cash will be accepted.
4. The \$25 Application Fee is nonrefundable and nontransferable.

Refunds:

A student may request a refund of the Course Fee only as provided below:

1. A full Course Fee refund (100%) may be granted for a course if a written request has been submitted to the LSI Registrar via email to: legal@fiu.edu, provided such written request is submitted on or before the DROP/ADD date as stated above in item 1 in the Payments section.
2. No Course Fee refund will be granted for any requests received by the LSI Registrar after the DROP/ADD deadline.

Transfers:

A student may request a transfer of Course Fee payment for one course ("original course") to pay for a different course that the student will be attending in the same semester.

1. Transfers are at the discretion of the Director.
2. In order to be considered for a transfer you must submit a written request to the LSI Registrar via email to: legal@fiu.edu along with a valid reason for the transfer request.
3. A transfer request will not be approved if the request is received by the LSI Registrar more than two weeks after the original course began.

Note: *Failure to submit a timely Course Fee refund request or transfer to the LSI Registrar as stipulated above will obligate you to the personal financial liability for the course(s).*