Spring 2027 Registration Instructions and Guide

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I. The Process of Registration

A. Priority Registration Deadlines

1. Dates of Registration

Spring 2027— Priority Period WEB Registration:	**November 16–20, 2026**
Spring 2027—Last Day to Register or Drop/Add on Web:	**January 10, 2027**
Spring 2027—Add/Drop in person or email with the Registrar's Office	**January 11–16, 2027**

2. Other Important Dates

Spring 2027 Tuition Payment Date	**January 11, 2027**

Students with Bursar, Health Office or Undergraduate Transcript HOLDS will not be allowed to register during priority registration week.

ALL HOLDS MUST BE CLEARED BY OCTOBER 30, 2026

B. Priority Registration

All matriculated Pace Law students who have a clear balance with no holds from the previous semester are eligible for priority registration. All eligible students may register for all courses except those reserved for FLEX students as noted in the Comments column of Schedule Explorer **beginning** on November 16, 2026 in accordance with the chart on the next page. FLEX courses open for all JD students on Thursday, November 19, 2026 at 8:00 AM.

C. How to Register

1. How to Register on the WEB

To access the Registration system, log in to MyPace portal by entering your username and PIN. Once logged on to the portal, click the student tab, then click "Registration, Grades and Tuition Schedule," and then click "Register, Add or Drop Classes."

If you have questions about logging on to MyPace or using the registration system, please visit this Account Services page.

2. When You May Register

Please refer to the Registration Chart below for your date to register. You may not register before your assigned date, but you may register or drop/add any time thereafter until the last day of WEB registration. Please note that, even after priority registration, a course is subject to cancellation for low enrollment. The system **may** block you from registering for a course if you have not fulfilled the prerequisites. If the class is closed when you register, you may be placed on a waitlist, and will be notified if a spot opens up.

Priority Registration Chart – Spring 2027

Registering for: Credits as of August 2026	DATE/TIME WEB PRIORITY REGISTRATION BEGINS
Third Year FT and Fourth Year PT Credits 54 and above	Monday, November 16th 8:00 a.m.
Third year PT Credits 36-53	Tuesday, November 17th 8:00 a.m.
Second Year FT, Second Year PT Credits 16-35	Wednesday, November 18th 8:00 a.m.
First Year Credits 0-15	Thursday, November 19th 8:00 a.m.
LLM and SJD Students Division 06 and 09	Friday, November 20th 8:00 a.m.

3. Confirming Your Course Selections

After completing your registration, make sure you confirm your course selection by printing the screen on your computer.

4. Registration During Non-Priority WEB Registration

Any student may register during this time. Keep in mind, however, that some courses may be closed or cancelled.

5. Registering During Late, In-Person Registration

Students who do not register on the WEB during "priority" or "non-priority" weeks must register in person at the Registrar's Office during "Late, In-Person Registration." **A late fee of $200.00 will be assessed at the time of late registration.**

Under University policies, a student who has not registered by the end of the late registration period will not be permitted to register for the semester. The Law School is not authorized to waive or vary this University policy on late registrations.

D. Registering for Courses that Require Permission

If you would like to register for a course that requires permission (e.g., clinics, externships, Guided Research, Directed Research, law review, moot court, Federal Judicial Honors Program), you must register for that course in person at the Registrar's Office, or by sending an email to the Registrar once you have been granted permission.

E. Drop/Add Policies (See Academic Rule 7.D)

1. Spring 2027

Students may drop and add courses online from the first day of their appointed WEB priority registration through January 10, 2027.

After January 16, 2027, when the in-person drop/add period ends, a student can drop/add courses only if the student completes a drop/add form from the Registrar's Office. Students must have that form signed by the professor and the Academic Dean. **Students who drop a class after the fourth week of classes beginning on Monday, February 8, 2027 will receive a "W" on their transcript.** No student may withdraw from a class after the last day of classes.

2. First Year Courses

First year students MAY NOT withdraw from a first year course and may not transfer from a section to which they are assigned. The Registrar's Office will check all registrations to ensure that students are enrolled in their assigned sections. **Full-time students must complete all first year requirements before taking upper-class courses**. Part-time and transfer students must complete all required courses for full-time first year students as quickly as possible.

II. Requirements That Affect Registration

A. Normal Course Load for Both Divisions (See Academic Rule 7.B)

The normal course load is 13 to 16 credit hours per semester for full-time students and 9 to 12 credit hours per semester for part-time students.

B. Overloads and Underloads (See Academic Rule 7.C)

Although a normal full-time course load is 13-16 credit hours, full-time students may register for 10-12 credits as an underload and may register for 17 credits as an overload, with the permission of the Academic Dean.

Although a normal part-time course load is 9-12 credit hours, part-time students may register for 8 credits as an underload or 13 credits as an overload, with the permission of the Academic Dean.

Overload permission will normally be granted only if the student has a strong law school academic record. Underload permission will normally be granted only if the student, through summer school attendance, is significantly ahead of their class in credits or if, in the case of final semester part-time 4L students, only 8 credits are needed to graduate. **Students in the full-time program may not carry fewer than 10 credit hours in a semester and part-time students may not carry fewer than 8 credit hours in a semester.**

During the summer semesters a full-time student may take no more than 8 credits and a part-time student may take no more than 6 credits.

C. Graduation Requirements (See Academic Rule 4.A)

To graduate, students must earn 88 Academic credits, 6 Professional Development credits, a minimum GPA of 2.30 and must pass all required courses. More information can be found on the Graduation Requirements Worksheet available online in the Graduation Information page or in the Registrar's Office.

1. First Year Required Curriculum --

Full-Time:

Fall Semester (15)	**Spring Semester (15)**
Civil Procedure (4)	Property (4)
Criminal Law (4)	Contracts (4)
Torts (4)	Constitutional Law (4)
Legal Skills I (3)	Legal Skills II (3)
	IL Lab (if in ASAP)

Part-Time

First Semester (11 credits)	**Second Semester (11 credits)**	**Third or Fourth Semester (4 credits)**
Legal Skills I (3)	Legal Skills II (3)	Property (4)
Civil Procedure (4)	Criminal Law (4)	
Torts (4)	Contracts (4)	**Third or Fourth Semester (4 credits)**
	IL Lab (if in ASAP)	Constitutional Law (4)

First year students may not withdraw from any course or switch sections in any course.

2. Limitations on Allocation of Credits: Under the Rules of the New York Court of Appeals and the ABA, of the 88 Academic credits required to graduate, no more than an aggregate 24 of those 88 Academic credits may fall into the following categories:

1. Field Placement: Credits designated as "Field Placement" in externships, practicums, and continued clinical work, not including credits earned from any seminar accompanying those credits;
2. Non-law graduate school: A maximum of 12 credits taken at a non-law graduate school after matriculation at the Law School as a J.D. student, either as a joint degree candidate or otherwise;
3. Co-curricular: A maximum of 4 credits in non-classroom based, co-curricular activities such as Moot Court or other Student Competition teams,
4. Law Review: A maximum of 2 credits in the first year of membership, and a maximum of 4 credits in the second and third years of membership;
5. Faculty-guided research: A maximum of 4 credits of Guided Research or Directed Research;
6. Faculty-guided Writing Project (for the Federal Judicial Honors Program): 1 credit; and
7. A maximum of 4 credits in Teaching Assistant Credits.

Students may not receive credit for taking the same externship twice.

Distance Education: Under the Rules of the New York Court of Appeals for the Admission of Attorneys and Counselors at Law, "[d]istance education is an educational process in which more than one-third of the course instruction is characterized by the separation, in time or place, or both, between instructor and student, and the instruction involves the use of technology to support regular and substantive interaction among students and between students and the faculty member, either synchronously or asynchronously." Also under New York's rules, a student may earn no more than 15 credits from Distance Education courses, and none can be earned until the student has completed 28 credits (i.e., none in the first year of study). Classes that qualify as Distance Education courses shall be designated as "Distance" by the Registrar's Office.

Note: JDs with fewer than 28 completed credits are not allowed to register for distance courses. L.L.M. students seeking to sit for the N. Y. Bar Exam may not count any distance credits towards the 24 required credits.

3. Required Upper-Level Courses (See Academic Rule 4.E(1))

a. Professional Responsibility: All full-time students are required to take Professional Responsibility during their second year of law school. All part-time students are required to take Professional Responsibility during their second or third year of law school. To defer taking the course until the last year of law school, a student must receive permission from the Academic Dean on a form available from the Registrar's office or website.

b. Administrative Law/Regulatory Process Requirement: All students who entered in the Fall 2015 semester or thereafter must successfully complete a course offering in-depth exposure to administrative law, legislation, and/or the regulatory process, either by way of general principles or as applied in a specific context. Approved courses fulfilling this requirement (to be revised from time to time by the Curriculum Committee) are:

Administrative Law
Environmental Skills and Practice/Clean Water Act
Environmental Law Survey
Federal Income Taxation I
Health Law in America
Immigration Justice Clinic
Labor Law (3 credit version)
Law and Education (if taught by Prof Morris)
Legislative and Regulatory Process
Natural Resources Law
Securities Regulation

c. Upper-Level Writing Requirement: All students must complete an upper-level writing project under the supervision of a Professor. It is the student's responsibility to inform the Professor at the beginning of the semester that the student is taking the course to satisfy the upper level writing requirement. The Professor must certify to the Registrar at the end of the semester that all of the elements of the requirement have been met. Only faculty-supervised writing may satisfy the requirement.

Participation in Moot Court competitions or contests does not satisfy the requirement. The required permission forms are available from the Registrar's office or website.

i) Courses that Satisfy the Requirement: Any course that is certified by the Academic Dean as satisfying the requirement may be taken to satisfy it. Certified courses include:

1) Seminars taught by **full time** faculty members [see Spring 2027 list below]
2) The Federal Judicial Honors Program, Fall Semester Faculty Guided Research Only
3) Advanced Appellate Advocacy
4) Guided Research or Directed Research (2 credits) with a full-time faculty member (only students with advanced permission of the Professor and the Academic Dean and a cumulative GPA of 3.0 or higher or with 3.33 or higher in the specialty area of their proposed project are eligible for Guided Research or Directed Research)
5) Pre-trial Civil Litigation Simulation
6) Advanced Legal Writing
7) Any other upper-level course provided that a full-time or adjunct professor teaching the course and the Academic Dean agree that the student may use the course in question to satisfy the requirement.

These Spring 2027 seminars satisfy the ULWR:

Access to Justice	Prof Diamond
Adv Issues in Crim: Post Conviction	Prof Skolnick
Adv Issues in Crim: Best Practices	Prof Barry
Advanced Land Use	Prof Bacher & Prof Mallett
Climate Change	Prof Kuh
Energy Law	Prof Hamersky
Environmental Seminar: Climate Migration	Prof Bustos
Environmental Seminar: Lenape Treaties	Prof Robinson
Feminist Legal Theory	Prof Crawford
Housing Development and Discrimination	Prof Pincus
International Human Rights Law	Prof McDonnell

ii) Law Review Notes: Students enrolled in any of the three law reviews (Pace Law Review, Pace Environmental Law Review and Pace International Law Review) may satisfy the requirement by writing their Note or Comment, provided, however, that a full-time professor assigned by the Academic Dean reviews and certifies that each student note or comment meets the substantive requirements of the upper level writing requirement. Please be sure to fill out a ULWR permission form **before September 30** so that the Academic Dean can assign you a professor to supervise your Note or Comment.

iii) Requirements of the Writing Project: The written project must be in the form of a scholarly article, a legal memorandum, or a trial or appellate brief. The written product must be well-organized and clearly written, and ordinarily it must be at least 25 double-spaced pages long, exclusive of footnotes. It must demonstrate an appropriate level of legal research and analysis and contain ample and correct citations to legal authority. Journals, diaries, and other writings that do not reflect research and analysis do not meet this requirement. Except for the suggestions of editors and faculty, the written product should reflect the individual work of the student.

1) To satisfy the upper-level writing requirement, a course *must* contain the following elements:
i. submission of a draft;

ii. feedback on the draft in any combination of the following forms: oral, written checklists, audiotapes; and
iii. submission of a final product.

2) To satisfy the upper-level writing requirement, a course *should* contain the following elements:
i. a required writing text;
ii. research agenda and logs (not necessarily graded);
iii. an outline (not necessarily graded);
iv. a self-critique or peer-critique experience; and
v. either (1) a minimum of two hours of class time devoted to the teaching of writing, or (2) individual student-teacher conferences, with feedback on further drafts at the option of the professor.

It is the student's responsibility to obtain the permission of the Professor and Academic Dean (at the beginning of the semester), and to submit the completed **permission form** to the Registrar's Office during the first three weeks of classes. It is also the student's responsibility to make sure the **"Faculty Authorization for Fulfillment of ULWR" form** has been submitted after the writing project is completed.

d. Required Research and Citation Workshop: As part of the Upper Level Writing Requirement, all students must complete a Research and Citation Workshop with the Law School's Reference Librarians sometime during the second, third, or fourth year of Law School. Alternatively, completion of the Advanced Legal Research course will satisfy this requirement. In addition, some upper level seminars used to fulfill the Upper Level Writing Requirement that also incorporate a Research and Citation Workshop will satisfy the requirement. All students must submit a Certificate of Completion, signed by a Reference Librarian, in order to complete successfully this research and citation component of the Upper Level Writing Requirement.

e. Upper-Level Skills Requirement. Students must successfully complete a total of 6 credits of coursework in courses approved by the Faculty Curriculum Committee as upper-level skills courses. This requirement can be satisfied by choosing Option 1 or Option 2, below**.**

Option 1 – ONE Course from the following list (at least 6 credits each):

Clinic: Criminal Defense (6/6)
Clinic: Environmental Litigation (6)
Clinic: Fairbridge Investor Rights (5/4)
Clinic: Food and Farm Business (6)
Clinic: Immigration Justice (6)
Externship: Corporate (6)
Externship: Environmental Law (DC) (6)
Externship: Legal Services (6 CR version)
Externship: Honors Prosecution (6)
Pro Bono Scholars Program (15)
Semester-in-Practice (1)

Option 2 – At least SIX credits from courses in the below lists, in any combination, as long as at least one course comes from Column A (credit allocations are in parentheses):

Column A	Column B
Clinic: Health Law/ Disability Rights (4)	Advanced Appellate Advocacy (3)
Clinic: Gould Representation in Mediation (4)	Advanced Legal Research (3)
Environmental Skills (4)	Advanced Real Property (3)
Externship: Environmental Law (NY) (4)	Advanced Trial Advocacy (3)
Externship: Family Court (3)	Commercial Real Estate Trans. & Skills (3)
Externship: Federal Judicial Honors (4; spring)	Drafting Legal Documents (2)
Externship: Legal Services (5 credit version)	Environmental Dispute Resolution (3)
Externship: Prosecution (4)	Healthcare Lawyering Skills (2)
Externship: Real Estate (3 or 4)	Intellectual Property Agreements & Licensing (3)
Externship: Social Justice Advocacy (5)	Law Practice Management (3)
Federal Criminal Pre-Trial Simulation (4)	Matrimonial Practice (2)
Lawyering (4)	Negotiations (2)
Mediation Practicum (4)	Patent Practice and Procedure (3)
Pre-trial Civil Litigation Simulation (4)	Skills Workshop (any; 1 credit each)
Trial Advocacy (4)	Trademark Practice and Procedure (2)

Students may not satisfy both the Upper-Level Skills Requirement and the Upper-Level Writing Requirement with the same course except that for a 2-semester clinic, a student may use the Fall semester of the clinic to satisfy one requirement and the Spring semester to satisfy the other requirement. For purposes of this rule, the seminar component of a clinic or externship is considered the same course as such clinic or externship, even if the seminar component bears a separate course number.

Contact the Registrar or Academic Dean if you have any questions.

4. Professional Development Requirement: All students entering in the Fall 2015 semester or thereafter are required to fulfill a Professional Development Requirement in order to graduate. Students will satisfy the requirement by:

a) Meeting in person with a Center for Career and Professional Development ("CCPD") counselor by December 1st [or June 1st for Spring Admits] of their first year of Law School;
b) Participating in at least one counseling session with a CCPD counselor in their final year of law school;
c) Earning six (6) professional development ("PD") credits, in addition to their 88 academic credits, before graduating from law school; **for students entering Fall 2022 and later, 1 of the 6 credits must be in a diversity-based PD program;** and
d) Completing the post-graduation employment form before graduation, as requested by the CCPD.

Examples of programs, attendance at any one of which will earn students one (1) PD credit, can be found in the Professional Development Program page.

Reminders:

All law students seeking admission to the New York State (NYS) Bar after graduation must perform 50 hours of qualifying pro bono work. Like all components of the NYS Bar application, completion and certification of these pro bono hours is your responsibility. The Public Interest Law Center (PILC) is eager to help you understand the 50-hour requirement so that you can plan ahead and easily comply. The 50-hour requirement and accompanying information from the NYS Unified Court System is on its website. After reviewing the website, please email the PILC at publicinterest@law.pace.edu with any specific questions and continue to watch for email announcements from PILC.

5. Required Courses for Students who achieve lower than a 2.30 GPA after the first semester of law school or lower than a 2.80 GPA after the first two semesters (See Academic Rule 4.G)

IL Lab (1L Second Semester)
Students must enroll and pass this non-credit bearing class during their second semester of law school. This class is designed to ensure that students remain in good academic standing after their first year of law school.

Principles of Legal Analysis (2L Fall Semester)
Students must enroll in this course during the Fall semester of their second year. Other students may take the course only at the invitation or with permission of the Director of Academic Success.

Advanced Analytical Skills (3L/4L Spring Semester)
Students must enroll in an in-person section of this course during their final semester of law school. The course is designed to assist students prepare for the written portions of the bar exam (MEE and MPT).

MBE Strategies (3L/4L Spring Semester)
Students must enroll in this course during the Spring semester of their third year (fourth year for part-time students). This course will review the most heavily-tested areas of law on the multiple choice section of the bar exam.

6. Required Courses for Students who achieve lower than a 3.00 GPA after the first two semesters (See Academic Rule 4.F.5)

Students entering in Fall 2026 or later whose cumulative GPA is below 3.0 after their first two semesters must enroll in and pass: (1) Corporations and Partnerships; (2) Criminal Procedure: Investigations; and (3) Evidence.

III. General Guidelines in Selecting Electives

A. Advisement and Mandatory Advisement Program

If you have questions, please make an appointment to see either the professor to whom you were assigned for advisement or any professor with whom you feel comfortable. If you are in the ASAP program, it is mandatory to meet with your advisor.

B. Courses on the Bar Examination

For information on subject areas that are frequently tested on the Bar Examination, please consult the Academic Support website which contains detailed information about the Bar Examination.

C. Timing of Courses

In choosing electives, be aware of the scheduling assumptions underlying when particular courses are offered during your upper class years. Core bar-tested courses are offered at least twice a year, and often in different semesters. Subjects frequently tested on the bar are typically offered at least once a year. Required courses for Advanced Certificates are offered once a year. Highly specialized, non-required electives may only be offered once every other year. Assembling your schedule will be easier if you bear those assumptions in mind. In addition, keep in mind that some courses have prerequisites that must be taken first. In addition, full-time students interested in a litigation-oriented clinic in their third year must take Evidence in their third semester and Trial Advocacy in their fourth semester.

D. John Jay Legal Services Clinics and Externships:

Information about the JJLS course offerings is available at the Clinics website. Please read this information carefully before applying for a JJLS course. Course descriptions are available in the Course List A-Z page.

Application Process for JJLS Courses

Before registering for these courses, you must first apply, be accepted and be given permission by JJLS to register. Once accepted, you must register for these courses in person at the Registrar's Office, or by e-mail (kmichel@law.pace.edu, cquerfeld@law.pace.edu or jscambia@law.pace.edu). In order to obtain permission for these courses you must do the following:

1. You must apply by completing an application. Applications and instructions are available at the student applications page. Please follow the instructions carefully.

2. All applications must be e-mailed to applicationsJJLS@law.pace.edu.

3. The completed application must contain the following documents in PDF format:

   - Application form
   - Resume
   - Most recent transcript
   - Short (5 pp.) writing sample

4. Put "Spring 2027" in the subject line.

5. You will receive an acknowledgment that your application has been received and that it is complete.

6. **The deadline for applications is Friday, November 6 at 9:00 a.m.**

7. You may be contacted for an interview, at the professor's discretion.

You will be notified by e-mail of the professor's decision. At that time, you will be asked to confirm your acceptance and will be allowed to register for the course. You may not be able to register for some of the externships until you have secured a placement. You must register in person at the Registrar's Office or by e-mail (kmichel@law.pace.edu, jscambia@law.pace.edu, or cquerfeld@law.pace.edu).

E. Registering for Directed Research, Guided Research, Law Review and Moot Court

(See #2 - Limitations on Allocation of Credits (Academic Rule 4.C))

Guided Research/ Directed Research: If you want to register for a one or two credit Guided Research/ Directed Research project, you must present your proposal to a faculty member who agrees to supervise you, together with a form that you can get from the Registrar's webpage under "Forms". When both the faculty member and Academic Dean approve the form, the Registrar's office will register you. Papers should be 25 pages or more for 2 credits and 15 pages or more for one credit. **Final paper, after grading, must be filed with the Registrar**.

Law Review: If you are want to earn credit for law review, the Registrar's Office will get a list from the Law Review Editor-in-Chief with your name and the number of credits you may register for. Students must email the Registrar's Office or come in person to register for these credits.

Moot Court: Students receive 2 pass/fail credits for moot court competitions. At the beginning of each semester, the Registrar's Office will get a list of approved students from the Director of Advocacy Programs. Students must email the Registrar's Office or come in person to register for the course.

F. Federal Judicial Externship Honors Program

Entry into the Federal Judicial Honors Program is highly competitive. Students apply during spring of their first year of law school. Students accepted into the program complete a faculty-mentored writing project in the fall of their second

year and extern with a federal judge in the spring of their second year. Students receive 1 credit in the fall of their second year and 4 credits in the spring of their second year.

G. Certificate Program: For information on all Paths to Practice, including Advanced Certificate programs, see the **Paths to Practice page**.

H. Prerequisites: It is your responsibility to make sure that you have fulfilled the prerequisites that are required for a course. Prerequisites are listed on the "Course Descriptions" and on the far right of the "Schedule Explorer," both on the Registrar's website.

IV. Other Important Policies

A. Policy on Regular and Punctual Attendance (See Academic Rule 4.F)

The School of Law requires all students to regularly and punctually attend classes. A student's right to continue attending a course or to take examinations in a course is conditioned upon regular attendance of classes in that course. In the event that a student persistently violates this policy, the professor, at his/her/their discretion may impose sanctions including the disqualification of the student from taking the final examination or from receiving credit for the course.

Please also note that the New York State Board of Law Examiners requires that each application for admission to the Bar be supported by a law school certificate of the applicant's regular attendance. Similar requirements are imposed by other state bar examining committees.

B. Rescheduling Examinations:

1. Only the Registrar may authorize the rescheduling of a final examination. Students should refer to **Academic Rule 10.C** for the policies and procedures governing examination rescheduling.

V. Law School Tuition and Fees and Payment Information

A. LAW SCHOOL TUITION AND FEES

Pace Law Tuition Rates 2026/2027		
Tuition Rate name	**Description**	**2026/2027**
Tuition: JD		
FT JD Yearly Tuition:	Yearly	$58700
FT JD Semester Tuition:	Per Semester	$29350
PT JD Yearly Tuition:	Yearly	$44038
PT JD Semester Tuition:	Per Semester	$22019
JD Credit Tuition	Per Credit	$2020
Tuition: Graduate		
LL.M/SJD Tuition:	Yearly	$46800
LL.M/SJD Semester Tuition:	Per Semester	$23400
LL.M Credit:	Per Credit	$1950
SJD Credit	Per Credit	$1950
Graduate Program Fees		

Fee name	Per Semester	
SJD Continuing Student Fee		$1500/ Sem
LLM Continuing Student Fee		$1500/ Sem
Visiting Scholar Fee		$2500/Sem

Law General Institution Fees Per Semester		
Fee name	**Description**	
Law Institutional Fee	FT JD and FT LLM	$329/Sem
Law Institutional Fee	PT JD and PT LLM	$318/ Sem
Student Technology Fee	Full time students per semester	$105/ Sem
Student Technology Fee	Part- time students per semester	$60/ Sem
Law Student Activities Fee FT JD & LLM	for student activities on campus	$100/ Sem
Law Student Activities Fee PT JD & PT LLM	for student activities on campus	$50/ Sem
University Health Care Service Fee *	FT Students	$75/ Sem

***Provides unlimited sick visits for Fulltime Undergraduate and Graduate students - the fee is per semester and includes mental health fee**

B. LAW SCHOOL TUITION CANCELLATION POLICY

1. Tuition and special course fees are cancelled fully when a student drops all courses before the start of the second week of classes. For first year students, orientation is considered your first week of classes. A week is defined as 7 calendar days.
2. Tuition and special course fees are cancelled fully when a student is dismissed from the University prior to the end of a semester.
3. Tuition may be subject to a prorated cancellation when a student officially withdraws from all courses due to a medical condition by filing a written notice with the Registrar's Office and then filing for a medical leave of absence with Pace University. The cancellation will take affect once the medical leave of absence has been approved by the university. Please be aware that any Financial Aid awarded the student will also be readjusted according to the federal guidelines for withdrawal.

   Please note: Application, technology, general institution, university health care, student activity and non-course fees are not refundable under any circumstance.

Note: It is the student's responsibility to withdraw from courses for which the student has registered. Failure to officially withdraw will result in tuition liability. Non-attendance of classes, informing the instructor of withdrawal, or stopping payment on a check does not constitute official withdrawal and does not relieve the student of his or her financial obligation, nor entitle the student to a refund. A student who registers for class and does not attend class remains fully responsible for all financial obligations. Federal financial aid recipients who cease attending classes for a semester, but do not officially withdraw, will be deemed to have unofficially withdrawn and will have a portion, or all, of their federal aid cancelled, after the close of the term when their failure to complete their courses is recorded.

Students registered for a monthly payment plan are responsible for completing all payments if a balance exists after cancellation of tuition. **Application, technology, general institution, university health care, student activity, and non-course fees are not refundable.**

TUITION INSURANCE

Tuition insurance is a type of insurance policy that can assist in the financial protection of monetary loss due to a student's involuntary withdrawal from their studies. Different providers and policies provide varying levels of reimbursement for the cost of tuition and housing not covered by the University's refund policy and tuition cancellation schedule. Pace University does not endorse a specific provider or policy and recommends the careful review of the terms and conditions of any policy prior to enrollment. To learn more information on tuition insurance, please review the following resources: Consumer Reports, Wall Street Journal, and US News.

C. METHODS OF PAYMENT:

Payment is due by the opening date of the semester.
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*Payments received ***after*** the due date will be assessed one late fee in the amount of $200. **Assessment of fees: one week after the start of the semester. A Registration Void will be run on the fourth week of classes for all students who have not paid their tuition.**

Online:
You can make payment under "Registration and Grades", "Pay Your Tuition and Fees Online". You will have the option of paying by web check or credit card. Pace accepts Visa, MasterCard, American Express, and Discover/Novus. If you wish to pay in monthly installments, you must enroll through a Pace Payment Plan.

By Mail:
Payment may be made via check or money order. Please include your Student ID number. Please make your check or money order payable to Pace University and send to Pace University Law School, Office of the Registrar/Bursar, 78 North Broadway, White Plains, NY 10603.

In Person:
Payment may be made by check at Office of the Registrar/ Bursar on the first floor in Aloysia Hall during regular office hours.

D. BILLING INFORMATION

Student billing dates are determined by the student registration date. Please note: Students are responsible for all charges, whether or not a University bill is received. Semester charges and payments/financial aid are available online, through your MyPacePortal by choosing "Student's Records" in "Student's tab" and then "Account Summary".

Please be sure to look up your bill in your pace portal before the semester begins.

Directions on how to look up your bill:

To Access your bill:

(1) Log in to MyPace Portal
(2) Click on Students
(3) Scroll down to billing, payment and account summaries
(4) Click bill on demand

E. PAYMENT OPTIONS

Monthly Payment Plans:
Pace University offers monthly payment plans accessible through the MyPacePortal. These plans enable students or their families to pay monthly installments on their account toward tuition, fees, and housing. Many students and families find monthly installments more manageable than a single lump sum payment each semester. These interest-free payment plans are not loans; therefore, there are no credit checks. These plans are available for the fall and spring semesters. Please choose the Law School 5 payment option when applying.

All students are eligible to take advantage of these payment plans. Please note there is a non-refundable enrollment fee each term, and students must re-enroll in a plan each semester. The link to the Payment Plans will detail payment due dates, type of payments accepted, (credit cards, web checks, ACH payments), as well as fees associated with late payments.

Authorized Users:
For students who wish to grant access to an "authorized" user, the portal will provide the option for students to send an invitation email to whomever the student "authorizes". The invitation will include access to the student account information and the ability to submit a payment on the student's behalf.

Please note: Payment Plans are ***only*** available online.

F. International Students:

Pace University is now a partner with ***FlyWire*** to streamline the tuition payment process for our international students. With ***FlyWire***, you are offered excellent foreign exchange rates, allowing you to pay in your home currency (in most cases) and save a significant amount of money compared to traditional banks. You will also be able to track where your payment is in the transfer process via a student dashboard and an email confirmation will be sent to you when your payment is received by the school.

You may also use TransferMate:

• Log in to your **Student Account.**

• Go to the **Make Payment** tab, and verify the Current Account Balance.

• Select **TransferMate** in the Method drop-down menu.

• Select the country you are paying from and click Review Rate.
• Select your preferred payment method (bank transfer or e-wallets).

• Enter payer details, confirm the payment information and initiate your payment.

G. Full Payment

Full payment, less validated financial aid, is due on the opening date of the semester.

- E-Check or credit payment through MyPace Portal
- Direct payment by check or money order to Pace Law School, Bursar's Office, 78 N. Broadway, White Plains, NY 10603. Checks and money orders must be payable to Pace University.

H. Deferral of Payment Utilizing Financial Aid

If you filed your FAFSA, the law school financial aid office will send you via Pace Email your Financial Aid Award notice. Awards are usually divided in half for Fall & Spring. Once you have completed the necessary requirements, your Financial Aid (scholarship, loans, and/or grants) will be applied directly to the cost of your education and deducted from your tuition payments. If your aid is not sufficient to cover full payment, you can apply for the Graduate Plus Loan or a Private Educational Loan. You may also opt to use the University Payment Plan, with the understanding that you are responsible for the enrollment fee, and may use any remainder or other funds for the next payment. Refunds are permitted if an account is paid in full and a credit balance exists.

If you are seeking Federal loans and have not filed a FAFSA as of yet, you must apply online immediately.
Students who fall below good standing (2.30 GPA) are not eligible for federal aid unless a waiver is granted by the Financial Aid Office for extenuating circumstances.

If you are obtaining tuition benefits from your employer and those benefits are paid at the time grades are released, you will be responsible for paying your tuition obligation at the time of registration. Students are then reimbursed directly by their employer.

I. REGISTRATION VOID DUE TO NONPAYMENT

Full payment of tuition and fees is due on the first day of each new semester. If by the fourth week of school you have not completed making payment (other than students enrolled in the University Tuition Payment Plan), your registration will be voided. You must stop attending classes and you will not receive academic credit.

We will allow you to be reinstated only if you make full payment within one week of the void.

J. DELINQUENCY OF OUTSTANDING BALANCE

Delinquent outstanding balances, including those from installment payment plans, are subject to collection by the University or, at the University's option, its designated agent. Late charges and interest may be added to a delinquent outstanding balance. In addition, the actual collection expenses, including attorneys' fees, if any, incurred by the University will be added to the delinquent outstanding balance. The amount of the actual collection expenses and fees may exceed fifty percent of the delinquent outstanding balance (including any late charges and interest).

Any student who has a delinquent outstanding balance is not eligible to enroll at the University. The University will not provide copies of transcripts to or on behalf of any student with a delinquent outstanding balance. A delinquent outstanding balance will be reported to all national credit bureaus and may significantly and adversely affect the student's credit history. The University may pursue legal action to recover the amount of the delinquent outstanding balance, plus any late charges, interest, actual collection expenses, court costs, and attorneys' fees.

K. STUDENT REFUNDS

Students may be eligible to receive a refund when payments posted to their respective student account exceed the cost of tuition, fees, dorm, meal charges, and any other allowable ancillary charges. Payments may include disbursed financial aid (including scholarships and loans), check payments, and other payments resulting in a credit balance. The refunding process starts approximately ten business days after the opening date of the semester. The opening day of the semester does not count orientation. The opening day is the first day of course instruction. Refunds are generated once per week. Students may review the status of their accounts through the MyPace portal, Account Summary.

Refunds from accounts paid by cash, check, money order, or financial aid awards/loans are sent from Pace University to BankMobile, for distribution to the student, in accordance with the student's selected refund preference. Visit BankMobile for more information.

If a credit card has been used to pay all or part of a semester's charges, any credit resulting from any source will be refunded first to the credit card, up to the amount charged on the card, but not in excess of the original charged amount. If a credit balance still exists after refunding to the credit card, that credit will be refunded to the student in accordance with the BankMobile information above.

Note: If a student withdraws from a course, or all courses, the level of financial aid eligibility may be recalculated, based on the date of withdrawal and the amount of the tuition credit cancellation, if any. When a recipient of federal funds withdraws or stops attending classes during the first sixty percent of a semester, a recalculation in compliance with the federal Return to Title IV Funds regulation will be done: any unearned aid will be returned appropriately to the source, e.g., U. S. Department of Education or federal loan lender. If, after review, a student is deemed ineligible for any or all financial aid, any balance due to Pace University becomes the responsibility of the student. This policy is subject to change without prior notification. All questions should be directed to the Office of Student Assistance/Financial Aid.