vehicle on campus regularly or occasionally are required to register the vehicle with the Office of Parking, Traffic, and Transportation.

**International Cultural Center Fee**—$10 per semester assessed to each nonimmigrant student to support the programs, operations, and maintenance of the Center.

**Late Registration Service Charge**—$75 for students completing registration after the payment due date for registration in any semester.

**Trial Advocacy Course Materials Fee**—$25 assessed to your fee bill for the fall semester prior to graduation.

**Diploma Fee**—$40 if you are a graduating senior and indicate via Records that you plan to graduate at the end of the upcoming term; this fee will automatically be assessed.

If you pay the diploma fee, and decide not to graduate, you will receive a full credit for the fee provided you indicate this via myLSU or by contacting the Office of Admissions and Student Records by the final date to receive full credit for the diploma order.

If you do not inform the University by the deadline that you are not graduating, you will have the difference between the diploma fee and duplicate diploma fee ($20) credited to your account. The next time you indicate that you are going to graduate, you will be assessed the full diploma fee.

**Duplicate Diploma Fee**—$20 (charged if a diploma is ordered and the student does not graduate at that commencement).

**Replacement Diploma Fee**—$30.

**PAYMENT OF TUITION AND FEES**

All fees and other University charges are due prior to the beginning of the semester or summer semester. The Office of Bursar Operations will notify students, via email, when fee bills are available online via myLSU. Payment can be made via myLSU using an online check/bank draft or a credit card, or in person at the Office of Bursar Operations, 125 Thomas Boyd Hall, Baton Rouge, LA 70803, using cash, check, or money order. A printable version of the fee bill is available online, including a remittance form that can be mailed with any payment due to the Office of Bursar Operations. The fee payment by mail should be made ten days prior to the due date that is published during course scheduling. If your fee bill balance is $0, you are still required to complete registration by selecting the Complete Registration button from the “Fee Bill” application via myLSU.

Students in good financial standing with the University may elect to defer payment of one-half of the fees using myLSU. Information is also available concerning budget plans designed for parents/students who wish to pay fall and spring fees on a monthly basis (including room and cafeteria fees).

**Note:** Since the Law Center academic calendar differs from that of the Baton Rouge campus, law students may have to pay extra fees to stay in University residence halls during the spring break.

Students who have not completed their registration by the payment due date are subject to having their courses purged. In addition, the student must pay a $75 late registration service charge when subsequently registering.

**REFUND OF TUITION AND FEES**

A student who receives financial aid and subsequently resigns from the University, may be required to return all or part of the funds received to the financial aid program.

These funds are returned to the programs in the following order: Federal Family Education Loans, Federal Perkins Loans, and scholarships. Refund of tuition, nonresident fee, and/or mandatory fees for students will be made on the following basis upon official withdrawal of the student. “Days of classes” are days on which regular classes are scheduled before classes begin, 100 percent; during the first 6 days of classes (first three days in summer semester), 90 percent; from day 7 to through day 24 of classes (day 4 through day 12 in summer semester), 50 percent; from day 25 of classes (day 13 in summer semester) to the end of the semester, none.

Refund schedules are established each semester by the Office of Admissions and Student Records and may be obtained from that office. Information regarding refunds for the Summer in France Program is available in the Office of Admissions and Student Records.

**Please note:**

1. Reductions and increases of fees resulting from student schedule changes will be refunded or charged in accordance with the above schedule.

2. The $10 registration fee is not refundable.

3. No refunds for resignations will be processed for at least six weeks after registration.

4. No refunds will be made to anyone who owes the University. Student-initiated resignations will not be completed until all money owed to the University is paid.

5. All full-time students who become part-time students after the last day to receive refunds will continue to be eligible for all student activity privileges.

6. Students in good standing at the University, registered in any semester or summer semester, who volunteer for military service or who are called to active duty in the armed forces before the day midsemester examinations begin will have the University fee, nonresident fee, and Student Health Center fee refunded. Students in good standing at the University who volunteer for military service, or who are called to active duty in the armed services after midsemester examinations begin will be refunded 50 percent of the University fee, nonresident fee, and Student Health Center fee. Information pertaining to refund of room rent and board plan refunds can be obtained from the Department of Residential Life, 100 Grace King Hall and Residence Food Services.

**FINANCIAL OBLIGATION TO THE UNIVERSITY**

A student will be subject to being dropped from the Law Center as a result of failure to pay fees and/or other charges when due or when a check offered by the student in satisfaction of an obligation to the University is not honored by the bank on which it was drawn. Due notice of the delinquency shall be given to the student by the Office of Bursar Operations; there will be an insufficient funds charge of $25 per check. All transcripts and grades wil