

REFUND OF FEES POLICY Refund of Fees Policy

Applicants who wish to withdraw any of the following applications will only be eligible for refunds of certain fees paid if the request to withdraw is timely and appropriately submitted: The following schedule has been adopted for the refund of fees associated with the filing of the Registration form, an Application to Take the California Bar Examination, an Application to Take the First-Year Law Students' Examination, an Application for Determination of Moral Character, or an Application for Extension of Determination of Moral Character. Applicants must be registered prior to submitting any application. The Registration form may be filed simultaneously with the application; however, the application and fees will be returned if the registration is not approved within ten days of receipt of the application.

The transfer of fees from one examination to another is prohibited. Credit card processing fees are not included in any refund of application fees.

WITHDRAWALS Withdrawals

In order for a refund to be processed according to the schedule, an express withdrawal must be in writing and actually received in the State Bar's Office of Admissions no later than the established deadlines. STOPPING PAYMENT ON A CHECK, OR DISHONORING A CHECK, OR DISPUTING A CREDIT CARD CHARGE, DOES NOT CONSTITUTE WITHDRAWING FROM AN EXAMINATION.

Application to Take the California Bar Examination/First-Year Law Students' Examination

1. Requests for ~~W~~withdrawal of applications and requests for refunds received within 30 days after the applicable deadline for timely filing, for both by first time and immediate repeater applicants, will be honored with a 60% percent refund of all fees paid in conjunction with the subject examination.
2. Requests for by first-time applicants for ~~W~~withdrawal of applications and requests for refunds received within 45 days after the deadline for timely filing, by first time applicants, will be honored with a 30% percent refund of all fees paid in conjunction with the subject examination. This deadline also applies to those applicants who have previously taken an examination but who did not take the most recent examination.
3. Requests for ~~W~~withdrawal of applications and requests for refunds received within 35 days after the deadline for timely filing, by from applicants seeking to repeat the examination having been unsuccessful on the examination last administered immediately preceding the examination into which current admission was sought, will be honored with a 30% percent refund of all fees paid in conjunction with the subject examination.
4. Stopping payment on a check, dishonoring a check, or disputing a credit card charge does not constitute withdrawing from an exam.

5. Only timely submitted withdrawals shall be considered for refunds.
6. Withdrawal requests must be submitted through the Applicant Portal.

Refunds will not be processed for:

1. Requests for refunds filed in excess of **35 days** after the deadline for timely filing, by applicants seeking to repeat the examination, having been unsuccessful on the examination last administered immediately preceding the examination into which current admission was sought, ~~will not be considered.~~
2. Requests for refunds filed in excess of **45 days** after the deadline for timely filing, by first-time applicants, and applicants who have previously taken an examination but who did not take the most recent examination, ~~will not be considered.~~

Application for Determination of Moral Character

Withdrawal of Applications for Determination of Moral Character and requests for refunds received within 30 days of the online submittal date, for online applications, or the received date, for paper form applications, will be honored with a 60% percent refund of all fees paid in conjunction with the Application for Determination of Moral Character. Any requests received after 30 days will not be entitled to a refund.

~~REGISTRATION/EXAMINATION INELIGIBILITY~~ Registration/Examination Ineligibility

The Registration form may be filed simultaneously with an application; however, the application and fees will be returned if the registration is not approved within ten days of receipt of the application. A registration will be deemed approved when the requisite fees, signature, properly executed declaration, and all required documentation verifying eligibility have been provided.

Applicants for registration found to be ineligible due to a lack of pre-legal education will qualify for a 100% percent refund of all fees paid in conjunction with registration. Registration is deemed abandoned if all required documentation and fees have not been received within sixty days of submittal. No refund is issued for an abandoned registration.

Attorney's Exam

- In order ~~to process for an Attorney's examination~~ ineligibility refund, to be processed according to the schedule, certified transcripts or the State Bar's Office of Admissions must receive a certificate(s) of good standing for attorney applicants to the Attorneys' Examination must be received in the State Bar's Office of Admissions no later than the established deadlines, ~~which are~~ published as part of the application materials.

- ~~Attorneys applicants~~ who applied to take the Attorneys' Examination and are found to be ineligible due to a lack of the requisite qualifications will ~~qualify for~~ receive a 60% refund of qualifying fees paid in conjunction with the ~~subject~~ examination.

General Bar Exam

- Applicants who ~~applied~~ to take the General Bar Examination and are found to be ineligible due to a lack of the requisite legal education, will qualify for a 60% percent refund of qualifying fees paid in conjunction with the ~~subject~~ examination.

First-Year Law Students' Examination

- Applicants who applied to take to the First-Year Law Students' Examination and are found to be ineligible due to a lack of the requisite legal education will qualify for a 60% percent refund of qualifying fees paid in conjunction with the ~~subject~~ examination.

DEATH OR PHYSICAL INCAPACITY Death or Physical Incapacity

Refunds in the amount of 95% percent of all fees paid, excluding credit card processing fees, in conjunction with the subject examination are available in limited instances due to the death or physical incapacity of an applicant or their immediate family; ~~will be made according to the following schedule for those situations wherein any of the following prevents an applicant from taking the First-Year Law Students' Examination or the California Bar Examination. In the case of physical incapacity, the refunds are available will be made only in instances of severe unavoidable and incapacitating circumstances. Official Ddocumentation relative to death or physical incapacity must accompany any request for refund due to death or physical incapacity according to the following schedule. Requests must be received no later than 90 days after the examination for which a refund is being requested.~~

1. Death, serious or disabling injury of a member of the applicant's immediate family that occurred after submittal of an application for the examination but ~~prior to~~ before the ~~administration of the subject examination is administered~~ and which death, illness or injury is certified on the Request for Refund of Fees ~~Committee's~~ form or verified through the provision of a copy of the death certificate. In the case of physical incapacity, the refunds are available ~~will be made~~ only in instances of severe unavoidable and incapacitating circumstances.;

Immediate family member includes the following:

- Spouse (includes common law, same or opposite gender partners),
- Child (includes / step / grand / great grand),
- Parent (includes step / grand / great grand / in-law),
- Son or daughter (includes step / in-law),
- Brother, sister (includes step / half / in-law),
- Legal guardian and spouse of legal guardian (with proof of court order),

- All the above include in-laws of a same or opposite gender partner
2. Applicant's serious disabling illness or injury or debilitating condition that occurred after submittal of an application for the examination but ~~prior to~~ before the ~~administration of the subject examination~~ is administered and which illness or injury or condition is certified on the ~~Committee's~~ refund form under penalty of perjury; and,
 3. Calamitous occurrences involving the applicant such as loss of freedom due to terrorist acts or disorientation due to fire, flood, or other severe disaster over which the applicant had no control and the existence of which had not terminated 30 days or less ~~prior to~~ before the administration of the subject examination.

Official ~~D~~documentation ~~relative to death or physical incapacity~~ must accompany any [request for refund](#) ~~due to death or physical incapacity according to the following schedule~~. Requests must be received no later than 90 days after the examination for which a refund is being requested.

~~SERVICE IN THE ARMED FORCES~~ Service in the Armed Forces

Refunds in the amount of 95% percent of all fees paid in conjunction with the subject examination will be made ~~according to the following schedule~~ for those situations wherein either of the following prevents an applicant from preparing for or taking the First-Year Law Students' Examination or the California Bar Examination.

1. An unanticipated call to active duty in the armed forces; or
2. An unanticipated change in military orders.

Refunds will be made only upon presentation of appropriate documentation, which must accompany any [request for a refund](#) ~~according to the following schedule~~.

APPLICATION ABANDONMENT

~~Registrations that are not brought to a complete and approved status within 60 days of receipt will be abandoned. A registration will be deemed approved when the requisite fees, signature, properly executed declaration, and all required documentation verifying eligibility have been provided.~~

First-Year Law Students' Examination and California Bar Examination applications not brought to a complete and filed status by the final filing deadline will be abandoned. This includes: (1) applications not signed, (2) application declarations not received, ~~(3) application fees not received or incomplete,~~ (4) applications incomplete, and ~~(5) approved registrations not on file.~~ Applications with rejected/insufficient fees payments ~~found to be invalid after the final filing deadline will be abandoned.~~ must be resolved within 14 days from notification of insufficient payment. If acceptable payment is not received, the application will be deemed abandoned, regardless of the final filing deadline having not passed yet.

First-Year Law Students' Examination and California Bar Examination applications without eligibility determinations by the final eligibility deadline will be abandoned.

Moral character determination applications that are not brought to a complete and filed status within 60 days of the online submittal date, for online applications, or the received date, for paper form applications, will be abandoned. This includes the lack of requisite fees, signature, or required information/documentation. Once the moral character determination application is in filed status, if the applicant receives notice to provide information, but does not provide such information within 90 days of the request, the application will be abandoned.

No refund of fees will be paid in the event a registration or application is abandoned. If the registration or application has an outstanding balance at the time of the abandonment, the outstanding balance must be paid before any future registration or application is processed.

NET REFUND AMOUNT

If an applicant qualifies for a refund in accordance with this Refund of Fees Policy for a registration or application but has an outstanding balance due for subject registration, ~~or~~ application, or other transactions, the net refund amount will be the qualifying refund amount minus the corresponding portion of the fees owed or balance due for other transactions.

~~If an applicant qualifies for a refund in accordance with this Refund of Fees Policy for a registration or application, but has an outstanding balance due for other transactions, the net refund amount will be the qualifying refund amount minus the balance due for the other transactions.~~

