

Refund of Fees Policy

The following schedule has been adopted for the refund of fees associated with registering and applying to take the Legal Specialist Examination.

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

Withdrawals

Application to take the Legal Specialist Exam

1. Requests for withdrawal of applications received within **30 days** after the applicable deadline for timely filing will be honored with a 60 percent refund of all fees paid in conjunction with the subject exam.
2. Requests for withdrawal of applications received within **45 days** after the deadline for timely filing will be honored with a 30 percent refund of all fees paid in conjunction with the subject exam.
3. Stopping payment on a check, dishonoring a check, or disputing a credit card charge does not constitute withdrawing from an exam.
4. Only timely submitted withdrawals shall be considered for refunds.
5. Withdrawal requests must be submitted through the Applicant Portal.

Refunds will not be processed for requests for refunds filed in excess of **45 days** after the deadline for timely filing.

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:

1. Death, serious or disabling injury of a member of the applicant's immediate family that occurred after submittal of an application for the exam but before the exam is administered and which death, illness or injury is certified on the Request for Refund of Fees form or verified through the provision of a copy of the death certificate. In the case of physical incapacity, the refunds are available 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 judgment),
 - All the above include in-laws of a same or opposite gender partner
 - For additional information on what is considered an “immediate family member”, please refer to the definition provided in the California Family Rights Act (CFRA) at <https://calcivilrights.ca.gov/employment/family-care-medical-leave-guide/>.
2. Applicant’s serious disabling illness or injury or debilitating condition that occurred after submittal of an application for the exam but before the exam is administered and which illness or injury or condition is certified on the 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 before the administration of the subject exam.

Official documentation must accompany any request for refund due to death or physical incapacity. Request must be received no later than 90 days after the examination for which a refund is being requested.

Service in the Armed Forces

Refunds in the amount of 95 percent of all fees paid in conjunction with the subject exam will be made for those situations where either of the following prevents an applicant from preparing for or taking the Legal Specialist Exam. Refunds will be made only upon presentation of appropriate documentation, which must accompany any request for a refund according to the following schedule:

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.

Court or Trial on Day of Exam

Before you consider withdrawing from the exam due to a court conflict, the Legal Specialization Unit may be able to assist you. At your request, the Legal Specialization Unit is happy to submit a letter to the court requesting that an appearance be rescheduled. Please contact the Legal Specialization unit right away at (insert way to contact) to request a letter.

Requests for withdrawal of applications and refunds due to court appearances will be processed in accordance with the schedule provided in the Requests for Withdrawal of Application to take the Legal Specialist Exam and Refunds section above.

Net Refund Amount

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