

American Institute of Law – Cancellation Request



18411 Crenshaw Boulevard, Suite 416, Torrance, California 90504-5066
Telephone (888) 412.4593, Fax: (888) 657.1895, Web: www.instituteoflaw.com

Cancellation of Enrollment Agreement / Tuition Refund Request Form

Date	
Student Name	
Street Address	
City State Zip	
E-mail	
Phone	

Briefly state your request:

Reasons for making this request:

CANCELLATION POLICY and REFUND INFORMATION

Student's Right to Cancel

A Student may cancel an enrollment agreement or withdraw from the American Institute of Law at any time by providing a written notice by mail to the Director of Admissions, American Institute of Law, 18411 Crenshaw Boulevard, Suite 416, Torrance, CA 90504-5066, or by fax to 888-657-1895 or email to mmorrison@instituteoflaw.com.

A student who intends to cancel or withdraw must notify the law school in writing following the directions outlined in the law school catalog. Any money due the student will be refunded within 30 days. The student has a right to a full (100%) refund of all monies and fees paid except the application fee if a cancellation is received within seven (7) calendar days after midnight of the date the Enrollment Agreement was signed.

A student who cancels or withdraws from the program later than seven (7) days after midnight of the day on which the enrollment agreement is signed will be subject to a one-time non-refundable Registration Fee of \$100, plus the WestLaw Membership Fee of \$150.00.

My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that a copy of the institution's cancellation and refund policies were provided to me on the Enrollment Agreement that I signed.

Student's Signature: _____ Date: _____

ADMINISTRATIVE USE ONLY

Petition Received on: _____ Approved Date: _____

Comments: (initials) _____ Date Reviewed: _____

Email petitions to mmorrison@instituteoflaw.com or fax to 888-657-1895. All portions of this PETITION must be completed AND EMAILED/FAXED VIA ABOVE METHODS or it will not be accepted. If any refunds are due, allow 30 days for processing.