



Institute for Paralegal Studies
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To Whom It May Concern:

The Institute for Paralegal Studies at Loyola University Chicago is a post-baccalaureate certificate program. A full-time course load is 6 credit hours (3 classes) per 8 week session and a part-time course load is 5 credit hours or less (2 classes or less) per 8 week session.

Litigation Practice Certificate in Paralegal Studies
Corporate Practice Certificate in Paralegal Studies

The total program requirement is 22 credit hours (11 classes). With a full-time course load, students can complete the program in 4 sessions (8 months). The pace at which the program is completed is entirely student set. Students must complete the program within 3 years from the time of admission.

Litigation & Corporate Practice Certificate in Paralegal Studies (Dual Certificate Option)

The total program requirement is 28 credit hours (14 classes). With a full-time course load, students can complete the program in 5 sessions (1 year). The pace at which the program is completed is entirely student set. Students must complete the program within 3 years from the time of admission.

Tuition for the 2014-15 Academic Year (i.e., fall 2014 through summer 2015) is \$620 per credit hour. All Loyola students are assessed an Activities fee and a Technology fee for each session based on the number of registered hours. As of fall 2014, these fees are (per session):

Activities Fee – \$34 for 1 to 2 hours, \$62 for 3 to 4 hours, and \$85 for 5 or more hours.

Technology Fee – \$27 for 1 to 2 hours, \$49 for 3 to 4 hours, and \$71 for 5 or more hours.

Starting in Fall 2014, Students will be assessed a one-time LEXIS/Westlaw fee of \$150 and will have access to these resources for one year.

Post-baccalaureate students are not eligible for grant assistance, but may apply for the subsidized and/or unsubsidized Federal Stafford Loan. Your eligibility for the Federal Stafford Student loan is \$20,500 for each academic year.

In order for paralegal students to qualify to receive financial aid they must be registered for a minimum of 4 semester hours (2 classes) or more during the Fall and Spring 16-week semesters and 2 semester hours (1 class) for the single 8 week Summer session.

The Financial Aid Office looks at both 8-week sessions within the 16 week semester (i.e., Fall I and II, Spring I and II) when determining eligibility. The two-class minimum (4 s.h.) can be spread out over Fall I and Fall II or over Spring I and Spring II if a student chooses.

Sincerely,

Jean Hellman Ryan
Director, Institute for Paralegal Studies