

LSAT® & LSAC Credential Assembly ServiceSM (CASSM) Refund Request Form

Last Name First Name Middle Initial

Last Four Digits of Social Security or Social Insurance Number Date of Birth (MM/DD/YYYY) Phone Number

Street Address or PO Box; include apartment number, if applicable

City State/Province US Zip/Postal Code Country

Test Center Number LSAC Account Number

Note: Please check if new address.

LSAT fees are only partially refundable due to the fact that processing costs are incurred in the registration process, regardless of whether you actually take the test.

In accordance with LSAC's refund policy, please process my refund request for the service(s) checked below:

LSAT

September/October 2016

December 2016

February 2017

June 2017

Note: A completed and signed request must be received by the applicable receipt deadline (deadlines located on LSAC.org), or it will **not** be processed. If your request for a refund is not received by the applicable receipt deadline date as specified at LSAC.org, you may still withdraw your registration. Access your LSAC.org account and navigate to the LSAT tab and LSAT status page. Follow the instructions to withdraw your test registration by the specified withdrawal deadline. Withdrawing your registration will prevent an absentee notation from appearing on your LSAC Law School Report. Withdrawals cannot be rescinded. Refund request deadlines will **not** be extended for those who submit a request form that is incomplete or is missing a signature.

LSAC Credential Assembly Service (CAS)

CAS Registration

Note: CAS fees are only partially refundable due to the fact that processing costs are incurred in the registration process, regardless of whether you actually use the service. CAS fees are not refundable if transcript summarization has begun, **or** if any letter of recommendation/evaluation has been received, **or** if any electronic applications have been sent to LSAC for processing, **or** if your CAS registration has expired. Should you need CAS reporting in the future, it will be necessary for you to completely reregister and pay full CAS fees.

Important: Read the following statement. Sign your name and enter the date. If the statement is not signed and dated, it will **not** be processed.

The Law School Admission CouncilTM (LSAC[®]) will not process this form if this statement has been modified or altered in any way.

I authorize LSAC to process a refund for my LSAT/CAS file, as requested above. I certify that I have read LSAC's policies at LSAC.org and am aware that my account will be refunded and my registration will be canceled in accordance with published refund policies.

Signature

Date

Return this form to: Law School Admission Council
Refund Request
662 Penn Street
PO Box 2000-T
Newtown PA 18940-0995
USA

Fax to 215.968.1277 or scan and **email** to LSACrefunds@LSAC.org.