



The State Bar of California

OPEN SESSION

AGENDA ITEM

3.2 FEBRUARY 2025

JOINT CONTRACTS COMMITTEE AND BOARD EXECUTIVE COMMITTEE

DATE: February 3, 2025

TO: Members, Joint Contracts Committee and Board Executive Committee

FROM: Audrey Ching, Program Director, Office of Admissions

SUBJECT: Discussion, Approval and Ratification of Refund of Fees Policy for Examinations

EXECUTIVE SUMMARY

At its January 31, 2025, meeting, the Committee of Bar Examiners (CBE) approved amendments to the Refund of Fees Policy for Examinations to provide relief to victims of disasters that occur close in time to the administration of a bar examination. Staff are now seeking approval of the policy on behalf of the Board so that it will go into effect immediately and staff may provide refunds of bar examination application fees to the victims of the recent Los Angeles wildfires. To date, at least 20 have requested to withdraw from the February bar exam seeking to take the exam in July instead. Under the current Refund of Fees Policy these applicants are not eligible to receive a full refund because the fires took place more than 30 days before the exam.

RECOMMENDED ACTION

Staff seeks ratification of the revisions to the Refund of Fees Policy approved by the CBE on August 18, 2023 ([Item III.B.](#)). It has come to staff's attention that the Board has not yet approved the 2023 amendments and accordingly ratification is sought now. In addition, staff seeks approval of CBE's recently adopted policy amendments; together these actions will enable staff to accommodate the refund requests of bar exam applicants who are victims of the Los Angeles fires.

DISCUSSION

See Committee of Bar Examiners, January 31, 2025, [agenda item 4.6.](#)

PREVIOUS ACTION

- Committee of Bar Examiners, August 18, 2023, meeting, [Item III.B.](#)
- Committee of Bar Examiners, January 31, 2025, meeting [Item 4.6.](#)

FISCAL/PERSONNEL IMPACT

See Committee of Bar Examiners, January 31, 2025, [agenda item 4.6.](#)

AMENDMENTS TO RULES

None

AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL

None

STRATEGIC PLAN GOALS & IMPLEMENTATION STEPS

None – core business operations

RESOLUTIONS

Should the Contracts Committee and Board Executive Committee concur, it is:

RESOLVED, that the Contracts Committee and Executive Committee ratify the Refund of Fees Policy as approved by the Committee of Bar Examiners at its August 18, 2023, meeting ([Item III.B.](#)); and it is

FURTHER RESOLVED, that the Contracts Committee and Executive Committee approve the amended Refund of Fees Policy as approved by the Committee of Bar Examiners at its [January 31, 2025, meeting](#) (Item 4.6); and it is

FURTHER RESOLVED, that the amended Refund of Fees Policy will be effective immediately.

ATTACHMENT LIST

None