

## **PROCEDURES TO OPT OUT OF LEGAL SERVICES FEE:**

1. *Student* should log on to FlashLine\* at [www.kent.edu](http://www.kent.edu).
2. On the yellow tool bar at the top of the screen, click on “Student Tools.”
3. Go to the “My Account” box at top right of screen.
4. Under “View,” click on “Legal Services Information and Fee Waiver.”
5. At “Select a Term,” use the drop down box to select the desired term\*\*
6. Click on “Submit.”
7. Scroll to the bottom of the release form. Under the statement “I DO NOT want to utilize Student Legal Services and wish to waive the \$7.00 legal services fee,” click on “Submit.”
8. You should receive a screen that says “Your Legal Services Request Submission was Successful.”

\*For problems logging on to FlashLine, students should contact Kent State’s Help Desk at (330)-672-4357.

\*\* The deadline to opt out is by the end of the second week of each semester. (Students must opt out each semester). To opt out when course registration occurs after the deadline, contact the Bursar’s Office at [bursar@kent.edu](mailto:bursar@kent.edu).