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## Bursar's Office

### Fall 2008 Refund Dates

Allow four to six weeks for receipt of a refund check. The following dates apply to *full withdrawal only*, with the exception of the official change of schedule period September 2 – September 10, 2008. During the change of schedule period, students are allowed to adjust their schedules with tuition and fees adjusted at 100 percent.

Dates	Refund Percent	Tuition and/or Fees
Through September 10, 2008	100%	Tuition and Fees
September 11 through September 23, 2008	50%	Tuition Only
September 24, 2008 and after	0%	N/A

### Fall 2008 Refund Dates for Second 7-Week Session

Dates	Refund Percent	Tuition and/or Fees
Through October 20, 2008	100%	Tuition and Fees
October 21 through October 22 , 2008	50%	Tuition Only

October 23, 2008 and after

0%

N/A

Any unpaid charges on a student's financial account with the university will be subtracted from any refund prior to processing a refund request. For payments made by credit card, refunds will be credited to the original credit card account and will be reflected on the credit card monthly statement. Credit card payments made for term charges are refunded using the following practice. For each term, credit card refunds will be processed after the term Drop/Add period. However, students may ask for a credit card refund prior to this period by contacting the Bursar's Office. If a student requests a refund of amounts charged to a credit card, the credit card owners are responsible for paying any and all interest charges accrued on the credit card. All questions regarding tuition and fees should be referred to the Bursar's Office, Enrollment Services Center, Room 336, 410-704-2100, or call toll free 1-888-5BURSAR.

If dropping all classes on the Web, the last course drop date will be your official withdrawal date on your academic record. Or, you may contact Registrar's Office, Enrollment Service Center, Rm 223.

- [Official Withdrawal Form](#)

## Fall Refund Policy

If you choose not to attend Towson University, you must drop all your classes by the end of the Change of Schedule period in order to receive 100 percent refund of tuition and fees. The Change of Schedule period closes on September 10, 2008. You may withdraw online or submit an Official Withdrawal Form to the Office of the Registrar, Enrollment Services Center, Room 223.

To withdraw online login to Towson Online Services and click on Self Service>Student Center>Enroll/Drop. To submit an official withdrawal form go to the Registrar's Web site. Notification to the instructor does not constitute a proper withdrawal.

- [Office of the Registrar](#)
- [Official Withdrawal Form](#)

If you choose to fully withdraw after the change of schedule period, the date on which written notice of withdrawal is received determines the percentage of the refund. All refund percentages are based on the official start of the term. The timing for effecting refunds shall be as follows:

1. Through the end of the Change of Schedule Period, September 10, 2008, 100 percent of tuition, mandatory university fees, student government association fee, and technology fee shall be refunded to the student.
2. From September 11th through September 23, 2009, 50 percent of tuition only shall be refunded the student who fully withdraws from the university.
3. Beginning with September 24, 2009, no refund shall be issued.
4. Non-Refundable Fees:

- a. The following fees are *non-refundable*:
  - i. Late Payment
  - ii. Room Deposit Fee
  - iii. Enrollment Contract Fee
  - iv. Application Fee
  - v. Closed Contract Fee
- b. The following fees are *non-refundable after the official start of classes* for the term as indicated below:
  - i. Housing Fee
  - ii. Applied Fee (Private Instruction, Student Teaching, Clinical Practicum, etc)
- c. The following fees are *non-refundable after the official change of schedule period*:
  - i. Mandatory University Fees
  - ii. Overload Surcharge Fees
  - iii. Technology Fee
  - iv. Student Government Association Fee
  - v. Course-based fees
  - vi. Student Classification Fee

## **Second 7-Week Withdrawal/Refund Policy**

All refund percentages are based on the official start of the session. Students are considered full-time for a Unit load of 12 Units or greater; therefore, refunds apply only to Unit load under 12. The timing for effecting refunds shall be as follows:

1. Through the first day of classes after the official start of the session, 100% tuition and fees shall be refunded the student.
2. During the second and third days of classes after the official start of the second 7-week session, 50% of tuition only shall be refunded the student.
3. Beginning the 4th day of classes after the official start of the second seven-week session, no refund is issued.
4. Non-refundable fees:
  - a. The following fees are *non-refundable*:
    - i. Late Payment
    - ii. Room Deposit Fee
    - iii. Enrollment Contract Fee
    - iv. Application Fee
    - v. Closed Contract Fee

- [Exceptions to Refund Policy](#)

The Bursar's Office  
Enrollment Service Center, Room 336  
Hours: Monday - Friday, 8 a.m. - 5 p.m. (Customer Service Center)  
Monday - Friday, 8:30 a.m. - 4:00 p.m. (Payment and Rebate Check Disbursement Center )

1-888-5BURSAR (toll free)  
Phone: 410-704-2100  
Fax: 410-704-6043  
E-mail: [lwarner@towson.edu](mailto:lwarner@towson.edu)

[Administration and Finance Questions](#)

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