

SPRING 2007 Refund Information

SPRING 2007 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 January 29 – February 6, 2007. During the change of schedule period, students are allowed to adjust their schedules with tuition and fees adjusted at 100%.

Through February 6, 2007	100% Tuition and Fees
Feb. 07 through Feb. 19, 2007	50% Tuition Only
February 20, 2007 and After	0%

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. The official [withdrawal notification](#) form is located on <http://onestop.towson.edu/> in PDF format.

*Please refer below for the EXCEPTIONS TO THE REFUND POLICY

REFUND DATES FOR SECOND 7-WEEK SESSION

Allow four to six weeks for receipt of a refund check.

Refund applies to adjustments to unit load under 12.

Through March 27, 2007	100% Tuition and Fees
March 28 through March 29, 2007	50% Tuition Only
March 30, 2007 and After	0%

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Tuition Refund Policy

Notification to the instructor does not constitute a proper withdrawal. Withdrawal forms must be processed by the Registrar's Office. 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 each change of schedule period, 100% of tuition, mandatory university fees and technology fee shall be refunded to the student.
2. Beginning with the 10th calendar day through the 22nd calendar day after the official start of the term, 50% of tuition only shall be refunded the student *who fully withdraws from the university*.
3. Beginning with the 23rd calendar day after the official start of the term, no refund shall be issued.
 - 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. Course-based fees
 - v. 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 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:

Through the first day of classes after the official start of the session, 100% tuition and fees shall be refunded the student. 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.

Beginning the 4th day of classes after the official start of the second seven-week session, no refund is issued.

NON-REFUNDABLE FEES

1. Late Payment Fee
2. Room Deposit Fee
3. Enrollment Contract Fee
4. Application Fee
5. Closed Contract Fee

Exceptions to the Refund Policy

(Pertains to all refunds and refund policies.) Exceptions to the refund policy may be made based on documentation of extraordinary circumstances, including medical, exceptions may be made to the refund policy. Request for exemptions due to extraordinary circumstances should be submitted immediately; however, *no requests will be considered 30 days beyond the term in question.*

To apply for an exception you will need to submit a brief written statement of explanation and documentation (if appropriate) to:

Undergraduate students may contact:

Director of the Bursar's Office, ES, Room 315
8000 York Rd.
Towson, MD 21252

Graduate students may contact:

Coordinator of Graduate Admissions and Records
7800 York Road, Room 218
Towson, MD 21252

REFUND PROCESS

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. 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, you must fill out the official withdraw notification. The form is located on <http://onestop.towson.edu/> in PDF format.

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Through February 6, 2007	100% Tuition and Fees
February 7 through February 19, 2006	50% Tuition Only
February 20, 2006 and After	0%

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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. The official withdrawal notification form is located on <http://onestop.towson.edu/> in PDF format.

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REFUND DATES FOR SECOND 7-WEEK SESSION

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