

Fall 2007 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 11th 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 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.

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 session 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 Rd., 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. If a student requests a refund of amounts charged to a credit card, the credit card owner is responsible for paying any and all interest charges which have accrued on the credit card. All questions regarding fees and tuition 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.

REFUND DATES

Allow 4 to 6 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 August 27 – September 5. During the change of schedule period, students are allowed to adjust their schedules with tuition and fees adjusted at 100%.

Through September 5, 2007	100% Tuition and Fees
Sept. 6 through Sept. 17, 2007	50% Tuition Only
September 18, 2007	0%

*Please refer above for the EXCPETIONS TO THE REFUND POLICY

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.

REFUND DATES FOR SECOND 7-WEEK SESSION

Allow 4 to 6 weeks for receipt of a refund check.

Refund applies to adjustments to a Unit load under 12.

Through October 15, 2007	100% Tuition and Fees
October 16 through October 17, 2007	50% Tuition Only
October 18, 2007 and after	0%

*Please refer above for the EXCPETIONS TO THE REFUND POLICY