

## Fall 2004 Registration Information

Registration Period	Bill Mail Date	Due Date	\$75 Late Fee	Schedules Cancelled
Apr. 12 - July 06	July 09	Aug 03	Aug 04	Aug 05
July 07 - July 16	July 21			
July 17 - Aug 09	Aug 11	Sept 08	Sept 09	Sept 09
Aug 10 - Aug 18	Aug 20			
Aug 19 - Aug 26	Aug 30	Oct 05	None	No cancellation of the class schedules will occur. The financial obligation is the responsibility of the student. In order to receive a 100% refund of Tuition and Fees, you must drop by Sept. 18, 04.
Aug 27 - Sept 8	Sept 17			

## Fall 2004 Tuition and Fee Information

**Residence Status \*\***

### IN-STATE TUITION AND FEES

**FULL TIME**, IN-STATE TUITION, FEES AND TECH FEE IS: **\$3,336.00** PER SEMESTER  
( DOES NOT INCLUDE OVERLOAD SURCHARGE)

- FULL TIME IN-STATE UNDERGRADUATE, 12 OR MORE **CREDIT** HOURS
  - TUITION \$2445.00
  - UNIV. FEE \$831.00
  - OVERLOAD SURCHARGE \$40 PER **CREDIT** APPLIES TO OVER 15 **CREDITS**
  - \*TECH FEE \$60.00 FLAT FOR MORE THAN 10 **CREDIT** HOURS

### **PART TIME TUITION AND FEES**

- UNDERGRADUATE IN-STATE LESS THAN 12 **CREDIT** HOURS
  - TUITION \$212.00 PER **CREDIT**
  - UNIV. FEE \$63.00 PER **CREDIT**
  - TECH FEE \$6.00 PER **CREDIT** FOR LESS THAN 10 **CREDITS** \*
  - TECH FEE \$63.00 FLAT FOR MORE THAN 10 **CREDIT** HOURS \*

### OUT-OF-STATE TUITION AND FEES

**FULL TIME**, OUT-OF-STATE TUITION, FEES AND TECH FEE IS: **\$7,676.00** PER SEMESTER  
( DOES NOT INCLUDE OVERLOAD SURCHARGE)

- FULL TIME OUT-OF-STATE UNDERGRADUATE, 12 OR MORE **CREDIT** HOURS
  - TUITION \$6,785.00
  - UNIV. FEE \$831.00
  - OVERLOAD SURCHARGE \$40 PER **CREDIT** APPLIES TO OVER 15 **CREDITS**
  - \*TECH FEE \$60.00 FLAT FOR MORE THAN 10 **CREDIT** HOURS

### **PART TIME TUITION AND FEES**

- UNDERGRADUATE OUT-OF-STATE LESS THAN 12 **CREDIT** HOURS
  - TUITION \$508.00 PER **CREDIT**
  - UNIV. FEE \$63.00 PER **CREDIT**
  - TECH FEE \$6.00 PER **CREDIT** FOR LESS THAN 10 **CREDITS**\*
  - TECH FEE \$60.00 FLAT FOR MORE THAN 10 **CREDIT** HOURS\*

### **GRADUATE IN-STATE TUITION AND FEES**

- TUITION \$257.00 PER **CREDIT**
- UNIV. FEE \$64.00 PER **CREDIT**
- TECH FEE \$6.00 PER **CREDIT** FOR LESS THAN 10 **CREDITS**\*
- TECH FEE \$60.00 FLAT FOR MORE THAN 10 **CREDIT** HOURS\*

### **GRADUATE OUT-OF-STATE TUITION AND FEES**

- TUITION \$538.00 PER **CREDIT**
- UNIV. FEE \$64.00 PER **CREDIT**
- TECH FEE \$6.00 PER **CREDIT** FOR LESS THAN 10 **CREDITS**\*

TECH FEE \$60.00 FLAT FOR MORE THAN 10 **CREDIT** HOURS\*

\* A TECHNOLOGY FEE IS ASSESSED AT \$6 PER **CREDIT** HOUR FOR LESS THAN 10 **CREDITS**, AND A \$60 FLAT FEE FOR 10 OR MORE **CREDITS**.

\*\* CONSULT THE UNDERGRADUATE CATALOG APPENDIX C FOR IN-STATE RESIDENCY REQUIREMENTS

**Warning:** Processing of the semester billing statement is the responsibility of the student and is due to the university each semester as outlined in the billing matrix or at [www.towson.edu/bursar](http://www.towson.edu/bursar). **If you do not receive a billing statement at least one week prior to your processing due date, call the Bursar's office 410-704-2100, or 1-888-5BURSAR.** Non-delivery of the billing statement does not release you from the payment or late payment assessments.

## **Fall 2004 Bill Processing Information**

To avoid the cancellation of your class schedule, bill payment must be received by the due date (see Billing Schedule for payment due dates). A Late Fee of \$75.00 will be assessed to the student's financial account whose semester charges are paid after the bill payment due date, which appears on the bill. Full payment received by the due date will secure your class schedule for the Fall semester; otherwise, your classes will be cancelled. Payment in full of your Fall semester bill may be made by credit card using the [web](#), (Click Online Services; Click SA Self Service; Click Learner Services; Click Finances; Click Make A Payment). Your username and password are required to make payment on the web or you may submit payment or verification of third party funds to cover all charges to Towson University, Bursar's Offices, Enrollment Services Center, Room 336, Towson MD 21252.

If your account balance reflects a credit or zero balance, your class schedule will be secured for the Fall 2004 semester. If you choose NOT to attend, you MUST notify Enrollment Services, Registration by your bill payment due date to have your class schedule cancelled. If you fail to do this, you will be financially responsible for all semester charges.

It is imperative that students adhere to the bill payment deadlines. Payment along with the top portion of the bill statement **MUST** be returned to the Bursar's Office (Enrollment Services Center) by the scheduled bill payment due date.

### **WARNING:**

You are responsible for **paying your bill** as described in this schedule. If you do not receive a billing statement at least one week prior to your bill due date, call the Bursar's Office at 410-704-2100 or 1-888-5BURSAR. Even if you do not receive a bill, you are still responsible for paying your tuition and fees by the due date.

### **BURSAR'S FEES**

A Late Fee of \$75.00 will be assessed to the student's financial account whose semester charges are paid after the bill payment due date, which appears on the bill. Full payment received by the due date will secure your class schedule for the semester; otherwise, your classes will be cancelled.

Late Fee.....	\$75
Return Check Fee.....	\$50
Archive Record Research Fee.....	\$10
Late Collection Fee.....	\$25

**LATE REGISTRATION FEE** - A late registration fee may be assessed for courses added after the change of schedule period.

### **PAYMENT METHODS ACCEPTED**

Cash, Checks and Credit Cards (Discover, MasterCard, and Visa only) are accepted. All checks and money orders should be made payable to Towson University for the exact amount of the charges. The students' name and identification number must appear on all checks submitted to the university.

Web Credit Card payments can be made through the [web](#). (Click Online Services; Click SA Self Service; Click Learner Services; Click Finances; Click Make A Payment) Your username and password are required to make payment on the web. **Note:** Bank Debit Card payments cannot be processed through the Web payment site.

A \$50 fee is assessed for any check returned by the bank for insufficient funds. Stopping payment on a check does not constitute as an official withdrawal from the University. You may elect to use our payment program administered through Tuition Pay (AMS). Students who choose such a payment plan may arrange payment through Tuition Pay (AMS), 1-800-635-0120. Tuition Pay (AMS) is not, however, affiliated with the university and does not act as the university's agent. Accordingly, the university bears no responsibility for the acts or omissions of Tuition Pay (AMS). Moreover, a student's liability for tuition and fees is not discharged until payment is made in full. Arrangements to use the Tuition Pay (AMS) plan must be completed by August 6, 2004.

**OUTSTANDING ACCOUNT BALANCE**

If you have a university account balance in excess of \$50, you will not be allowed to register. All balances must be cleared prior to registration. If your account becomes delinquent and deemed un-collectible requiring referral to the Central Collection Unit of Maryland, a late collection fee of \$25 will be imposed by the university and a collection fee not to exceed 20% will be imposed according to Title 17, Subtitle 01, Chapter 02, Section 01 through 05. The *Central Collection Unit* for the State of Maryland may report debt to a credit bureau and begin intercepting Maryland income tax refunds of individuals indebted to state colleges and universities for tuition, fees, and other costs

**STUDENT CLASSIFICATION FEE** - one-time fee - assessed for all undergraduate programs for student's with junior standing (60 or more earned unit hours.).....\$200

**OTHER FEES** – In addition to parking fees, some academic programs assess fees for student teaching, clinical practice or internship, private music lessons, study abroad, or similar practical experience.

## **Fall 2004 Refund Information**

### **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 8). During the change of schedule period, students are allowed to adjust their schedules with tuition and fees adjusted at 100%.

Through Sept. 8, 2004	100% Tuition and Fees
Sept. 9 through Sept. 16, 2004	50% Tuition Only
Sept. 17, 2004	0%

### **Second 7 Week Session**

Through Oct. 18, 2004	100% Tuition and Fees
Oct. 19 through Oct. 20, 2004	50%
Oct. 21, 2004	0%

Exceptions may be made to this policy on the basis of extraordinary circumstances. For information regarding the appeal process, please refer to the [Exceptions](#).

**IF YOU ARE DROPPING ALL CLASSES ON THE WEB, YOU MUST FILL OUT THE OFFICIAL [WITHDRAW FORM](#)**

## **Fall 2004 Refund Policy Information**

Notification to the instructor does not constitute a proper withdrawal. Withdrawal forms must be processed by Enrollment Services. 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 semester. 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 13<sup>th</sup> calendar day through the 21<sup>st</sup> calendar day of the official start of the semester, 50% of tuition only shall be refunded the student *who fully withdraws from the university*.
3. Beginning with the 22<sup>nd</sup> calendar day after the official start of the semester, no refund shall be issued.
  - A. The following fees are *non-refundable*:

- Late Payment
  - Room Deposit Fee
  - Enrollment Contract Fee
- B. The following fees are *non-refundable after the official start of classes* for the semester as indicated below:
- Housing Fee
  - Parking Permit Fee
  - Applied Fee (Private Instruction, Student Teaching, Clinical Practicum, etc.)
- C. The following fees are *non-refundable after the official change of schedule period*:
- Mandatory University Fees
  - Overload Surcharge Fees
  - Technology Fee
  - Course - Based Fees
  - Student Classification Fee
- D. The Board Plan Fee is prorated weekly.

## **SECOND 7-WEEK WITHDRAWAL/REFUND POLICY**

All refund percentages are based on the official start of the session. Students are considered full-time for credit hour load of 12 credits or greater, therefore, refunds apply only to credit hour 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. Housing 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) Based on documentation of medical or other extraordinary circumstances, 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**: Office of the Bursar, Enrollment Services Center, Room 315, Attn: Director of the Bursar's Office

**Graduate Students**: Graduate School, 7800 York Road, Room 218, Attn: Director of Graduate School Operations.

### **NOTES**

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

### **EMPLOYEE TUITION REMISSION**

The Tuition remission application form, available from the Office of the Bursar or the Office of Human Resources, must be fully approved for the remission to be allowed as reduction of tuition. Applications will only be processed within the semester for which a tuition remission is required.

### **Program of Study Exempted from Employee Tuition Remission**

Programs exempted from tuition remission at Towson University include one-to-one courses such as advanced studio and private lessons; self-support programs such as computer certification courses, College of Education closed contract courses and courses offered through The Center for Applied Information Technology and The Towson Learning Network; and courses offered during Minimester. Exceptions may apply in cases where the academic department recommends that a course(s) be taken in order to permit a student completion of a degree program. Appeals of any decisions to exclude a course from tuition remission exception are to be directed first to the appropriate Dean or their designee for a decision. Appeals of the **Dean/designee's decision will be reviewed by the Provost and Vice President for Academic Affairs.**