

MINIMESTER 2006

Important Dates:

Jan 03	Classes Begin
Jan 03 - 04	Change of Schedule
Jan 11	Last day to withdraw with a W
Jan 16	Holiday - No Classes
Jan 25	Classes end
January 26 -27	Possible extension due to inclement weather

Tuition and Fees

Undergraduate

- **IN-STATE**
 - TUITION \$225.00 PER UNIT
 - UNIV. FEE \$68.00 PER UNIT
 - TECH FEE \$6.00 PER UNIT NOT TO EXCEED \$72
- **OUT-OF-STATE**
 - TUITION \$528.00 PER UNIT
 - UNIV. FEE \$68.00 PER UNIT
 - TECH FEE \$6.00 PER UNIT NOT TO EXCEED \$72

Graduate

- **IN-STATE**
 - TUITION \$267.00 PER UNIT
 - UNIV. FEE \$69.00 PER UNIT
 - TECH FEE \$6.00 PER UNIT NOT TO EXCEED \$72
- **OUT-OF-STATE**
 - TUITION \$560.00 PER UNIT
 - UNIV. FEE \$69.00 PER UNIT
 - TECH FEE \$6.00 PER UNIT NOT TO EXCEED \$72

CENTER FOR APPLIED INFORMATION TECHNOLOGY (AIT COURSES) HAVE A DIFFERENT RATE STRUCTURE FROM UNIVERSITY RATES. FOR DETAILS, SEE THE CAIT WEB SITE.

Additional Fees ...

Graduate Student Application	\$40.00	GRAD STUDENTS ONLY
[non-refundable]		
Study Abroad Fee *	\$100.00	
Late Payment Fee	\$75.00	
[non-refundable]		
Return Check Fee	\$50.00	
Parking	\$11.00	

* Not refunded after first day of classes (as of Jan. 3, 2006)

Registration and Billing

In-Person & Web Registration	Date Mailed	Date Due	\$75 Late Fee
Oct 10 -Oct 25	Oct 28	Jan 04, 06	After Jan 04
Oct 26-Nov 15	Nov 18	Jan 04, 06	After Jan 04
Nov 16-Nov 29	Dec 02	Jan 04, 06	After Jan 04
Nov 30-Dec 13	Dec 16	Jan 04, 06	After Jan 04
Dec 14-Jan 10	Jan 13	Feb 07, 06	After Feb 7

Obtain account balances, and make credit card payments at (<http://students.towson.edu>), Click Online Services; Click SA Self Service; Click Learner Services; Click Finances; Click Make A Payment) or call 410-704-2100 or 1-888-5BURSAR. Payments must be postmarked by January 4, 2006 to avoid late payment assessments.

[BILLING STATEMENT MAILED TO PERMANENT ADDRESS]

**TOWSON UNIVERSITY WILL BE CLOSED
DECEMBER 23, 2005 THROUGH JANUARY 2, 2006.**

Bill Processing Information

A Late Fee of \$75.00 will be assessed to the student's financial account whose semester charges are paid after the scheduled bill payment due date. Payment in full of your Minimester may be made by credit card using the web (<http://students.towson.edu> Click Online Services, Click SA Self Service, Click Learner Services, Click Finances, Click on Make A Payment) or you may submit payment or verification of third party funds to cover all charges to Towson University, Bursar's Office, Enrollment Services Center, Room 336, 8000 York Rd., Towson MD 21252.

If your account balance reflects a credit or zero balance, your class schedule will be secured for the minimester 2006 semester.

If you choose NOT to attend, you MUST drop by January 3, 2006 to receive 100% adjustment of tuition and fees. You may drop minimester courses using the web (<http://students.towson.edu>) or by going to Registrar's Service Center, Enrollment Services Center, Rm 223. 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 billing 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 Fees

Late Payment 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 on <http://students.towson.edu>. Click Online Services, Click SA Self Service, Click Learner Services, Click Finances, Click on Make A Payment. Your Towson user name and password are

required to make payments on the web. 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.

Outstanding Account Balance

If you have an university account balance in excess of \$200, you will not be able to register. All balances must be cleared prior to registration. If your account becomes delinquent and deemed uncollectable 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.

Refund Information

Refund dates and percentages are based on the official start date of January 3, 2006				
Length of Course	1st Day	2nd Day	3rd Day	4th Day and After
One Week	100%*	50%**	None	None
Two Weeks	100%*	50%**	None	None
Three Weeks	100%*	50%**	50%**	None
* Refund - tuition and fees				
** Refund - tuition only				

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.

Refund Policy

You must drop by January 3, 2006 to receive 100% adjustment of tuition and fees. You may drop minimester courses using the web (<http://students.towson.edu>) or by going to the Registrar's Office, Enrollment Services Center, Rm 223.

Withdrawal

Notifying your instructor does not constitute an official withdrawal. If you are unable to withdraw in person, send a withdrawal letter to the Registrar's Office. The postmark becomes the withdrawal date.

Exceptions

Exceptions to the refund policy may be made based on documentation of medical or other extraordinary circumstances. No requests will be considered 30 days after a session begins.

To apply for an exception, submit a written statement of explanation and documentation (if appropriate) to:

Undergraduate students may contact:

Director, Office of the Bursar
Enrollment Services Center, Room 315
8000 York Rd.
Towson, MD 21252

Graduate students may contact:

Director, Graduate School

7800 York Road, Room 218
Towson, MD 21252