

## SPRING 2006 Refund Information

### 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 Jan. 30 – Feb. 7, 2006. During the change of schedule period, students are allowed to adjust their schedules with tuition and fees adjusted at 100%.

**Through February 7, 2006**

**100% Tuition and Fees**

**Feb. 08 through Feb. 20, 2006**

**50% Tuition Only**

**February 21, 2006 and After**

**0%**

### 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 28, 2006**

**100% Tuition and Fees**

**March 29 through March 30, 2006**

**50% Tuition Only**

**March 31, 2006 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.

### 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 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 10th calendar day through the 22nd calendar day after 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 23rd calendar day after the official start of the semester, 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 semester 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:

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 4<sup>th</sup> 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

**NOTES** (Pertains to all refunds and refund policies.) 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.*

#### **Undergraduate students may contact:**

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

#### **Graduate students may contact:**

Director of Graduate the School Operations, 7800 York Road, Room 218  
Towson, MD 21252

Any unpaid charges on a student's financial account with the university will be subtracted from the refund due prior to processing the 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 semester charges are refunded using the following practice. For each semester, credit card refunds will be processed after the semester 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 fees and tuition should be referred to the Office of the Bursar, Enrollment Service Center, 410-704-2100 or 1-888-5BURSAR.

### **EMPLOYEE TUITION REMISSION**

The Employee 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 an Employee Tuition Remission is required.

### **Programs 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

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Technology and The Towson Learning Network; and courses offered during minimester. Exceptions may apply in cases in which 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.**