

SPRING 2006 Billing Information

IN-PERSON, WEB REGISTRATION	BILLS MAILED	BILL DUE DATE	\$75 LATE FEE RANGE	SCHEDULES CANCELLED
Nov. 2 – Nov. 15	Nov. 18			
Nov. 16 – Nov. 29	Dec. 02	Jan. 04, 2006	After Jan. 04 2006	Jan. 06, 2006
Nov. 30 – Dec 13	Dec. 16			
Dec. 14 – Jan. 10	Jan. 13			No cancellation of class schedule will occur. The financial obligation is the responsibility of the student. In order to receive 100% adjustment of tuition and fee, you must drop by 02/07/06.
Jan. 11 – Jan. 17	Jan. 20	Feb. 07, 2006	After Feb. 07, 2006	
Jan. 18 – Jan. 26	Jan 27			
Jan. 27 – Feb. 7	Feb. 16	March 3, 2006		No cancellation of class schedule will occur. The financial obligation is the responsibility of the student. In order to receive 100% refund of tuition and fee, you must drop by 02/07/06.

TOWSON UNIVERSITY WILL BE CLOSED DECEMBER 23, 2005 THROUGH JANUARY 02, 2006

SPRING 2006 Tuition and Fee Information

Fees and tuition are subject to change by the Board of Regents.

A late fee of \$75 will be assessed for any billing statement processed after published processing deadlines.

Registration	Residence Status**	Tuition	Mandatory University Fees	Technology Fee	Overload Surcharge Fee Applies to Units over 15
<u>Undergraduate</u>					
Less than 12 Units	In-State	\$225/Unit	\$68/Unit	\$ 6/Unit	
12 Units or more	Out of State	\$528/Unit	\$68/Unit	\$72 flat	
12 or more Units	In-State	\$2590/sem	\$886	\$72 flat	\$40/Unit
	Out of State	\$7057/sem	\$886	\$72 flat	\$40/Unit
<u>Graduate</u>					
	In-State	\$267/Unit	\$69/Unit	\$ 6/Unit not to exceed \$72	
	Out of State	\$560/Unit	\$69/Unit		
AIT (course level range 500-800)	AIT courses have a different rate structure from university rates. For details refer to the CAIT Web site at www.towson.edu/cait				
*Consult the 2005-2006 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 <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.

TOWSON UNIVERSITY WILL BE CLOSED DECEMBER 23, 2005 THROUGH JANUARY 02, 2006

Bill Processing Information

Bill payment must be received by the due date to avoid a late fee. 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 spring semester bill 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 Make A Payment). Your TU Username and password are required to make payment on the Web. **NOTE: BANK CHECK CARD OR DEBIT CARD PAYMENTS CANNOT BE PROCESSED THROUGH THE WEB PAYMENT SITE.** You may also 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 spring 2006 semester. If you choose NOT to attend, you MUST notify Registrar's Office 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 noted in spring 2006 Billing Information. 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

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 in full can be made on the Web: <http://students.towson.edu/>(Click Online Services; Click SA Self Service; Click Learner Services; Click Finances; Click Make A Payment) Your TU_username and password are required to make payment on the Web. **NOTE: BANK CHECK CARD OR DEBIT CARD PAYMENTS CANNOT BE PROCESSED THROUGH THE WEB PAYMENT SITE.**

A \$50 fee is assessed for any check returned by the bank. 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 for spring 2006 semester must be completed by December 22, 2005.

Outstanding Account Balance

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

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 practicum experience.

Career Testing Fee

A fee of \$25 is assessed to course Genl 121.

Parking Permit

\$212 Fall 2005/Spring 2006 \$122 per semester

Freshman resident students are not permitted to park on campus.

Private Music Lesson Fee

\$100 - \$260 per credit depending on course registration

Students enrolled in private music lessons are charged a fee depending upon course registration.

Student Classification Fee - one-time fee - assessed for all undergraduate programs for student's with junior standing (60 or more earned Units.).....\$200

Student Teaching Fee

\$300 - \$700 per experience

Students must confer with their department chair or with the director of the CPP office in the College of Education to determine the exact fee. These courses are designated PRC, STT and CIN.

Study Abroad Fee

A fee of \$250 for the fall and spring semesters, \$100 for summer, and \$100 for Minimester is assessed for Study Abroad programs.

Housing and Dining Fees

Students interested in living on campus must make a \$225 non-refundable housing deposit. Failure to pay all room and board charges by published deadlines may result in forfeiture of residence hall space.

For those students who enter university housing after the beginning of a semester, the charge will be prorated for the remainder of the semester. (For exact rates, contact [Housing and Residence Life](#), 410-704-2516)

Resident students can choose from meal plans of 19, 14, 10, or 5 meals per week. Certain restrictions apply; call the Auxiliary Services Business Office at 410-704-2530. All Meal Plan changes must be handled through Auxiliary Services. All plans offer a choice of both Kosher and standard menu items. [Dining Services](#)

Students living off-campus and at the Burkshire, Millennium Hall or Towson Run Apartments can also select from the above meal plans, or may choose one of the Block Meal Plans which offer a specific number of meals per week each semester at a fixed price.

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 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

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 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.**