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## Bursar's Office

### Summer Trimester 2009 Refund Dates

Notification to the instructor does not constitute proper withdrawal from class. All refund percentages are based on the official start of the session. Please allow four to six weeks for receipt of a refund check.

No cancellation of class schedule will occur for Summer Trimester. The financial obligation is the responsibility of the student. In order to receive 100 percent refund of tuition and fees, you must drop by the end of the change of schedule period for the class session.

Session	100% Refund* Through Change of Schedule	50% Refund**	No Refund
I, III	1st - 3rd calendar day of session	4th - 10th calendar day of session	11th calendar day of session or later
II	1st - 4th calendar day of session	5th - 10th calendar day of session	11th calendar day of session or later
IV	1st - 7th calendar day of session	8th - 18th calendar day of session	19th calendar day of session or later

\* Refund - tuition and fees

\*\* Refund - tuition only

Length of Workshop	100% Refund*	50% Refund**	No Refund

1 week	1st day	2nd day	3rd day or later
2 weeks	1st day	2nd to 4th day	5th day or later
3 weeks	1st and 2nd day	3rd to 6th day	7th day or later
4 weeks	1st and 2nd day	3rd to 8th day	9th day or later

\* Refund - tuition and fees

\*\* Refund - tuition only

### Summer Trimester 2009 Refund Dates

Session I	Dates	Refund Percent	Tuition and/or Fees
Session I	Through May 28, 2009	100%	Tuition and Fees
Session I	May 29 through June 4, 2009	50%	Tuition Only
Session I	June 5, 2009 and after	0%	No Refund
Session II	Dates	Refund Percent	Tuition and/or Fees
Session II	Through May 29, 2009	100%	Tuition and Fees
Session II	May 30 - June 4, 2009	50%	Tuition Only
Session II	June 5, 2009 and after	0%	No Refund
Session III	Dates	Refund Percent	Tuition and/or Fees
Session III	Through July 8, 2009	100%	Tuition and Fees
Session III	July 9 through 15, 2009	50%	Tuition Only
Session III	July 16, 2009 and after	0%	No Refund
Session IV	Dates	Refund Percent	Tuition and/or Fees
Session IV	Through June 1, 2009	100%	Tuition and Fees
Session IV	June 2 through 12, 2009	50%	Tuition Only
Session IV	June 13, 2009 and after	0%	No Refund

### Refund Process

Any unpaid charges on a student's financial account with the university at the time of the refund will be subtracted 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 owners are responsible for paying any and all interest charges accrued on the credit card account and will be reflected on the credit card statement.

Credit card payments are refunded using the following practice: for each session credit card refunds will be processed after the change of schedule period. Students may ask for credit card refund prior to

this period by contacting the Bursar's Office at 410-704-2100 or 1-888-5-BURSAR.

- [Exceptions to Refund Policy](#)

The Bursar's Office

Enrollment Service Center, Room 336

Hours: Monday - Friday, 8 a.m. - 5 p.m. (Customer Service Center)

Monday - Friday, 8:30 a.m. - 4:00 p.m. (Payment and Rebate Check Disbursement Center )

1-888-5BURSAR (toll free)

Phone: 410-704-2100

Fax: 410-704-6043

E-mail: [lwarner@towson.edu](mailto:lwarner@towson.edu)

[Administration and Finance Questions](#)

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