

## Minimester 2007 Refund Information

Refund dates and percentages are based on the official start date of January 2, 2007				
Length of Course	1 <sup>st</sup> Day	2 <sup>nd</sup> Day	3 <sup>rd</sup> Day	4 <sup>th</sup> 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 2, 2007 to receive 100% adjustment of tuition and fees. You may drop minimester courses using the web (<http://students.towson.edu>) click on Towson Online Services 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 the term 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:**

Coordinator of Graduate Admissions and Records  
7800 York Road, Room 218  
Towson, MD 21252

### **REFUND PROCESS**

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 paying any and all interest charges which have accrued on the credit card. All questions regarding fees and tuition should be referred to the Bursar's Office, Enrollment Services Center, Room 336, 410-704-2100, or call toll free 1-888-5BURSAR.

