

## **Refund Information**

### **REFUND DATES**

Allow 4 to 6 weeks for receipt of a refund check.

During the change of schedule period, students are allowed to adjust their schedules with tuition and fees adjusted at 100%.

Through January 3, 2008	100% Tuition and Fees
January 4, 2008	50% Tuition Only
January 5, 2008 and After	0%

\*Please refer above for the EXCEPTIONS TO THE REFUND POLICY

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

### **Refund Policy**

You must drop by January 3, 2008 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, 4107042100, or call toll free 18885BURSAR.

