

Fall 2006 Registration/Billing Information

IN-PERSON, WEB REGISTRATION	BILLS MAILED	BILL DUE DATE	\$75 LATE FEE RANGE	SCHEDULES CANCELLED
Apr 10 – July 5	July 7	Aug. 2, 2006	After Aug. 2, 2006	Aug. 4, 2006
July 6 – July 17	July 19			
July 18 – Aug 7	Aug 9	Sept 6, 2006	After Sept 6, 2006	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 9/6/2006.
Aug 8 – Aug 16	Aug 18			
Aug 17 – Aug 25	Aug 29	9/8/2006 NOTE: To receive 100% adjustment of tuition and fee, you must drop by 9/6/2006.	9/8/2006 NOTE: To receive 100% adjustment of tuition and fee, you must drop by 9/6/2006.	
Aug 26 – Sept 6	Sept 12	10/3/2006 NOTE: To receive 100% adjustment of tuition and fee, you must drop by 9/6/2006.	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 9/6/2006.	

Fall 2006 Billing/Registration 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	\$71/unit	Plus Tech Fee	
	Out of State	\$544/unit	\$71/unit	Plus Tech Fee	
Up to 12 Units				\$ 6/Unit	
12 Units or more				\$72 flat	
12 or more Units	In-State	\$2590/term	\$920	\$72 flat	\$40/Unit
	Out of State	\$7269/term	\$920	\$72 flat	\$40/Unit
<u>Graduate</u>					
Up to 12 Units	In-State	\$275/unit	\$72/unit	Plus Tech Fee	
	Out of State	\$577/unit	\$72/unit	Plus Tech Fee	
12 Units or more				\$ 6/Unit	
				\$72 flat	
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				
M.S. Accounting & Business Advisory Service Joint Degree Program with University of Baltimore	Students in the Accounting & Business Advisory Services Joint Degree Program will be assessed tuition and fees based on the University of Baltimore's graduate rates. For classes not part of this joint program, tuition and fees will be assessed according to Towson University's rates. To view the University of Baltimore's rate structure, go to www.ubalt.edu/business and click on the Tuition and Fees link.				
Consult the 2006-2007 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/registration matrix or at 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.					

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 bill payment due date. If your account balance reflects a credit or zero balance, your class schedule will be secured for the Fall semester.

If you choose NOT to attend, you MUST notify the Registrar's Office and drop by the end of the change of schedule period in order to receive 100% refund of tuition and fees. If you choose to fully withdraw after the change of schedule period, refer to tuition refund policy for refund percentage and dates. If you fail to do this, you will be financially responsible for all semester charges.

Mail in payment along with the top portion of the billing statement using the self addressed return envelope, Towson University, Bursar's Offices, P.O. Box 17317, Baltimore, MD 21297-1317.

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

You may 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.

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 Academic Management Services. 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 must be completed by July 31, 2006.

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 a 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 where the 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.**

OUTSTANDING ACCOUNT BALANCE

REGISTRATION RESTRICTION

If you have a university account balance in excess of \$200, you will not be allowed to register.

ACCOUNT REFERRAL FOR COLLECTION

If your account becomes delinquent and deemed un-collectable 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

BURSAR AND 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.

<u>BURSAR FEES</u>	
Archived Record Research Fee	\$10.00
Late Collection Fee	\$25.00
Late Fee is assessed for any billing statement processed after published processing deadlines.	\$75.00
Returned Check Fee	\$50.00
<u>OTHER FEES</u>	
Audiology Clinical Off Campus Practicum	\$60-300
Career Testing Fee Course: GENL 121	\$25.00
Late Registration Fee A late registration fee may be assessed for courses added after the change of schedule period.	\$75.00
Parking Permit (subject to change) Freshman resident students are not permitted to park on campus.	\$212 Fall/Spring, \$122 per term
Private Music Lessons: (<i>per Unit plus tuition</i>)	\$100- \$260
Speech Pathology Clinical Off Campus Practicum	\$60-300
Student Teaching Fee (<i>per experience</i>) 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.	\$240-\$700
Student Classification Fee - one-time fee - assessed for all undergraduate programs for student's with junior standing (60 or more earned Units.)	\$200
Study Abroad Fee	\$250.00
Transcript Fee - Rush	\$10.00