

MINIMESTER 2008

Important Dates:

Jan 02	Classes Begin
Jan 02 - 03	Change of Schedule
Jan 09	Last day to withdraw with a W
Jan 21	Holiday - No Classes
Jan 22	Classes end
January 23 -25	Possible extension due to inclement weather

Tuition and Fees

Undergraduate

- **IN-STATE**
 - TUITION \$225.00 PER UNIT
 - UNIV. FEE \$74.00 PER UNIT
 - TECH FEE \$6.00 PER UNIT NOT TO EXCEED \$72
- **OUT-OF-STATE**
 - TUITION \$566.00 PER UNIT
 - UNIV. FEE \$74.00 PER UNIT
 - TECH FEE \$6.00 PER UNIT NOT TO EXCEED \$72

Graduate

- **IN-STATE**
 - TUITION \$286.00 PER UNIT
 - UNIV. FEE \$75.00 PER UNIT
 - TECH FEE \$6.00 PER UNIT NOT TO EXCEED \$72
- **OUT-OF-STATE**
 - TUITION \$600.00 PER UNIT
 - UNIV. FEE \$75.00 PER UNIT
 - TECH FEE \$6.00 PER UNIT NOT TO EXCEED \$72

CENTER FOR APPLIED INFORMATION TECHNOLOGY (AIT COURSES) HAVE A DIFFERENT RATE STRUCTURE FROM UNIVERSITY RATES. FOR DETAILS, SEE THE CAIT WEB SITE AT WWW/TOWSON.EDU/CAIT.

BURSAR AND OTHER FEES

BURSAR FEES

Archived Record Research Fee	\$10.00
Late Collection Fee	\$25.00
Late Payment Fee Non-refundable	\$75.00
Returned Check Fee	\$50.00
Reissue Check Fee A stop payment check fee is assessed for checks which the Bursar's Office has to reissue.	\$25.00
<u>OTHER FEES</u>	
Graduate Student Application – Graduate Students ONLY Non-refundable	\$40.00
Late Registration Fee A late registration fee may be assessed for courses added after the change of schedule	\$75.00

period.	
Parking Permit (subject to change)	\$11.00
Study Abroad Fee Not refunded after first day of classes	\$100.00
Transcript Fee: Rush	\$10.00

Registration and Billing

In-Person & Web Registration	Date Mailed	Date Due	\$75 Late Fee
Oct 15-Oct 30	Nov 02	Jan 03, 08	After Jan 03
Oct 31-Nov 15	Nov 16	Jan 03, 08	After Jan 03
Nov 16-Nov 29	Nov 30	Jan 03, 08	After Jan 03
Nov 30-Dec 13	Dec 14	Jan 03, 08	After Jan 03
Dec 14-Jan 14	Jan 15	Feb 05, 08	After Feb 05

NOTE:
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 1/3/2008.

Obtain account balances, and make credit card payments at (<http://students.towson.edu>), Click Towson Online Services; Click SA Self Service; Click Learner Services; Click Finances; Click Make A Payment) or call 410-704-2100 or 1-888-5BURSAR. Payments must be received by January 3, 2008 to avoid late payment assessments.

[BILLING STATEMENTS ARE MAILED TO PERMANENT ADDRESS]

**TOWSON UNIVERSITY WILL BE CLOSED
DECEMBER 22, 2007 THROUGH JANUARY 1, 2008.**

Bill Processing Information

A Late Fee of \$75.00 will be assessed to the student's financial account whose term charges are paid after the scheduled bill payment due date. Payment in full of your Minimester may be made by credit card using the Web (<http://students.towson.edu> Click Towson Online Services, Click SA Self Service, Click Learner Services, Click Finances, Click on 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 Office, Enrollment Services Center, Room 336, 8000 York Rd., Towson MD 21252. Mail payment in full along with the top portion of the billing statement using the self addressed return envelope, Towson University, Bursar's Office, P.O. Box 17317, Baltimore, MD 21297-1317.

If your account balance reflects a credit or zero balance, your class schedule will be secured for the minimester term.

If you choose NOT to attend, 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>) or by going to Registrar's Service Center, Enrollment Services Center, Rm 223. If you fail to do this, you will be financially responsible for all term charges.

It is imperative that students adhere to the bill payment deadlines. Payment along with the top portion of the billing 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 described in this schedule. 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.

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 can be made on <http://students.towson.edu>. Click Towson Online Services, Click SA Self Service, Click Learner Services, Click Finances, Click on Make A Payment. Your Towson user name and password are required to make payments on the web. 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.

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 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.

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 EXCPETIONS 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, 410-704-2100, or call toll free 1-888-5BURSAR.