

SPRING 2008 Billing Information

IN-PERSON, WEB REGISTRATOIN	BILLS MAILED	BILL DUE DATE	\$75 LATE FEE RANGE	SCHEDULES CANCELLED
NOV. 07 - NOV. 13	NOV. 15	JAN. 03, 2008	JAN. 03, 2008	JAN. 04, 2008
NOV. 14 - NOV. 27	NOV. 29			
NOV. 28 - DEC. 11	DEC. 14			
DEC. 12 - JAN. 9	JAN. 11	FEB. 05, 2008	AFTER FEB. 05, 2008	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 02/05/08 .
JAN. 10 - JAN. 17	JAN. 18			
JAN. 18 - JAN. 25	JAN. 28	FEB. 08, 2008	AFTER FEB. 08, 2008	
JAN. 26 - FEB. 05	FEB. 15	MARCH 05, 2008		
		NOTE: To receive 100% adjustment of tuition and fee, you must drop by 2/05/08 .		
		NOTE: To receive 100% adjustment of tuition and fee, you must drop by 2/05/08 .		

TOWSON UNIVERSITY WILL BE CLOSED DECEMBER 22, 2007 THROUGH JANUARY 01, 2008

SPRING 2008 Tuition and Fee 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	\$74/Unit	\$ 6/Unit	
	Out of State	\$566/Unit	\$74/Unit	\$6/Unit	
12 Units or more	In-State	\$2590/sem	\$955	\$72 flat	\$40/Unit
	Out of State	\$7560/sem	\$955	\$72 flat	\$40/Unit
<u>Graduate</u>					
	In-State	\$286/Unit	\$75/Unit	\$ 6/Unit not to exceed \$72	
	Out of State	\$600/Unit	\$75/Unit		
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 2007-2008 Undergraduate Catalog Appendix C for In-State residency requirements.					

Warning: Processing of the term billing statement is the responsibility of the student and is due to the university each term as outlined in the billing matrix or at <http://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.

TOWSON UNIVERSITY WILL BE CLOSED DECEMBER 22, 2007 THROUGH JANUARY 01, 2008

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 term 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 spring term.

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 term charges.

Mail in payment 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.

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 in full can be made on the Web: <http://students.towson.edu/> (Click Towson Online Services; 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 also submit payment or verification of third party funds to cover all charges to Towson University, Bursar's Office, 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 TuitionPay (Sallie MaeSM). Students who choose such a payment plan may arrange payment through TuitionPay (Sallie MaeSM). , 1-800-635-0120. TuitionPay (Sallie MaeSM). 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 TuitionPay (Sallie MaeSM). . Moreover, a student's liability for tuition and fees is not discharged until payment is made in full. Arrangements to use the TuitionPay (Sallie MaeSM). plan for spring term must be completed by December 21, 2007.

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 term for which an 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 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.

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 Payment Fee	\$75.00
Reissue Check Fee A stop payment check fee is assessed for checks, which the Bursar's Office has to reissue.	\$25.00
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
Nursing Educational Testing Fees Nursing major students assessed testing fee of \$60.00 per term for clinical course NURS 351, NURS 355, NURS 453 and NURS 459. If any of these courses are repeated, the testing fee is re-assessed. Non-refundable after the change of schedule period. Please note – RN to BS completion students – are not assessed this fee.	\$60.00
Parking Permit (subject to change) Freshman resident students are not permitted to park on campus.	\$230 Fall/Spring, \$135 per term
Private Music Lessons:(<i>per Unit plus tuition and fees</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

Housing and Dining Fees

Students interested in living on campus must make a \$225 non-refundable housing deposit. Failure to pay all room and board charges by published deadlines may result in forfeiture of residence hall space.

For those students who enter university housing after the beginning of a term, the charge will be prorated for the remainder of the term. (For exact rates, contact Housing and Residence Life, 410-704-2516)

Resident students can choose from meal plans of 19, 14, 10, or 5 meals per week. Certain restrictions apply; call the Auxiliary Services Business Office at 410-704-2530. All Meal Plan changes must be handled through Auxiliary Services. All plans offer a choice of both Kosher and standard menu items. Dining Services

Students living off-campus and at the Burkshire, Millennium Hall or Towson Run Apartments can also select from the above meal plans, or may choose one of the Block Meal Plans which offer a specific number of meals per week each term at a fixed price.

SPRING 2008 Refund Information**SPRING 2008 REFUND DATES**

Allow four to six weeks for receipt of a refund check.

The following dates apply to *full withdrawal only* with the exception of the official change of schedule period January 28 – February 5, 2008. During the change of schedule period, students are allowed to adjust their schedules with tuition and fees adjusted at 100%.

Through February 5, 2008	100% Tuition and Fees
Feb. 06 through Feb. 18, 2008	50% Tuition Only
February 19, 2008 and After	0%

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](http://onestop.towson.edu/) form is located on <http://onestop.towson.edu/> in PDF format.

*Please refer below for the EXCEPTIONS TO THE REFUND POLICY

REFUND DATES FOR SECOND 7-WEEK SESSION

Allow four to six weeks for receipt of a refund check.

Refund applies to adjustments to unit load under 12.

Through March 25, 2008	100% Tuition and Fees
March 26 through March 27, 2008	50% Tuition Only
March 28, 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](http://onestop.towson.edu/) form is located on <http://onestop.towson.edu/> in PDF format.

Tuition Refund Policy

Notification to the instructor does not constitute a proper withdrawal. Withdrawal forms must be processed by the Registrar's Office. The date on which written notice of withdrawal is received determines the

percentage of the refund. All refund percentages are based on the official start of the term. The timing for effecting refunds shall be as follows:

1. Through the end of each change of schedule period, 100% of tuition, mandatory university fees and technology fee shall be refunded to the student.
2. Beginning with the 10th calendar day through the 22nd calendar day after the official start of the term, 50% of tuition only shall be refunded the student *who fully withdraws from the university*.
3. Beginning with the 23rd calendar day after the official start of the term, no refund shall be issued.
 - a. The following fees are *non-refundable*:
 - i. Late Payment
 - ii. Room Deposit Fee
 - iii. Enrollment Contract Fee
 - iv. Application Fee
 - v. Closed Contract Fee
 - b. The following fees are *non-refundable after the official start of classes* for the term as indicated below:
 - i. Housing Fee
 - ii. Applied Fee (Private Instruction, Student Teaching, Clinical Practicum, etc)
 - c. The following fees are *non-refundable after the official change of schedule period*:
 - i. Mandatory University Fees
 - ii. Overload Surcharge Fees
 - iii. Technology Fee
 - iv. Course-based fees
 - v. Student Classification Fee

SECOND 7-WEEK WITHDRAWAL/REFUND POLICY

All refund percentages are based on the official start of the session. Students are considered full-time for Unit load of 12 Units or greater; therefore, refunds apply only to Unit load under 12. The timing for effecting refunds shall be as follows:

Through the first day of classes after the official start of the session, 100% tuition and fees shall be refunded the student. During the second and third days of classes after the official start of the second 7-week session, 50% of tuition only shall be refunded the student.

Beginning the 4th day of classes after the official start of the second seven-week session, no refund is issued.

NON-REFUNDABLE FEES

1. Late Payment Fee
2. Room Deposit Fee
3. Enrollment Contract Fee
4. Application Fee
5. Closed Contract Fee

Exceptions to the Refund Policy

(Pertains to all refunds and refund policies.) Exceptions to the refund policy may be made based on documentation of extraordinary circumstances, including medical, exceptions may be made to the refund policy. Request for exemptions due to extraordinary circumstances should be submitted immediately; however, *no requests will be considered 30 days beyond the term in question*.

To apply for an exception you will need to submit a brief written statement of explanation and documentation (if appropriate) to:

Undergraduate students may contact:

Director of the Bursar's Office, ES, 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. 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 payments made for term charges are refunded using the following practice. For each term, credit card refunds will be processed after the term Drop/Add period. However, students may ask for a credit card refund prior to this period by contacting the Bursar's Office. If a student requests a refund of amounts charged to a credit card, the credit card owners are responsible for paying any and all interest charges accrued on the credit card. All questions regarding tuition and fees should be referred to the Bursar's Office, Enrollment Services Center, Room 336, 410-704-2100, or call toll free 1-888-5BURSAR.

If dropping all classes on the web, you must fill out the official withdraw notification. The form is located on <http://onestop.towson.edu/> in PDF format.