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Bursar's Office

Spring 2009 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 26– February 3, 2009. During the change of schedule period, students are allowed to adjust their schedules with tuition and fees adjusted at 100 percent.

Dates	Refund Percent	Tuition and/or Fees
Through February 03, 2009	100%	Tuition and Fees
February 04 through February 16, 2009	50%	Tuition Only
February 17, 2009 and After	0%	N/A

Refund Dates for 2nd 7-Week Session

Allow four to six weeks for receipt of a refund check. Refund applies to adjustments to unit loads under 12 credits.

Dates	Refund Percent	Tuition and/or Fees
Through March 25, 2009	100%	Tuition and Fees

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March 26 through March 27, 2009	50%	Tuition Only
March 28, 2009 and After	0%	N/A

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.

Spring Refund Policy

If you choose not to attend Towson University, you must drop all your classes by the end of the Change of Schedule period in order to receive 100 percent refund of tuition and fees. The Change of Schedule period closes on February 3, 2009. You may withdraw online or submit an Official Withdrawal Form to the Office of the Registrar, Enrollment Services Center, Rm 223. Notification to the instructor does *not* constitute a proper withdrawal.

To withdraw online, click Office of the Registrar, then click on Towson Online Services. Secure Login requires student username and password. Click on Self Service>Student Center>Enroll/Drop. 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 submit an Official Withdrawal Form by clicking Official Withdrawal Form below and the date on which the notice of withdrawal is received will determine the percentage of the refund.

- [Office of the Registrar](#)
- [Official Withdrawal Form](#)

The timing for effecting refunds shall be as follows:

1. Through the end of the Change of Schedule Period, February 3, 2009, 100 percent of tuition, mandatory university fees, student government association fee, and technology fee shall be refunded to the student.
2. From February 4 through February 16, 2009, 50 percent of *tuition only* shall be refunded the student who fully withdraws from the university.
3. Beginning with February 17, 2009, no refund shall be issued.

The following fees are *non-refundable*:

1. Late Payment
2. Room Deposit Fee

3. Enrollment Contract Fee
4. Application Fee
5. Closed Contract Fee

The following fees are *non-refundable after the official start of classes* for the term as indicated below:

1. Housing Fee
2. Applied Fee (Private Instruction, Student Teaching, Clinical Practicum, etc.)

The following fees are *non-refundable after the official change of schedule period*:

1. Housing Fee
2. Applied Fee (Private Instruction, Student Teaching, Clinical Practicum, etc.)
3. Mandatory University Fees
4. Overload Surcharge Fees
5. Technology Fee
6. Student Government Association Fee
7. Course-based fees
8. Student Classification Fee

The Meal Charge is pro-rated weekly.

Second 7-Week Withdrawal/Refund Policy

All refund percentages are based on the official start of the session. Students are considered full-time for a 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:

1. Through the first day of classes after the official start of the session, 100 percent tuition and fees shall be refunded the student.
2. During the second and third days of classes after the official start of the second 7-week session, 50 percent of *tuition only* shall be refunded the student.
3. Beginning the fourth day of classes after the official start of the second 7-week session, no refund is issued.

The following fees are *non-refundable*:

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

- [Exceptions to Refund Policy](#)

The Bursar's Office

Enrollment Service Center, Room 336

Hours: Monday - Friday, 8 a.m. - 5 p.m. (Customer Service Center)

Monday - Friday, 8:30 a.m. - 4:00 p.m. (Payment and Rebate Check Disbursement Center)

1-888-5BURSAR (toll free)

Phone: 410-704-2100

Fax: 410-704-6043

E-mail: lwerner@towson.edu

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