

## MINIMESTER 2005

### Important Dates:

Jan 03	Classes Begin
Jan 03 - 04	Change of Schedule
Jan 12	Last day to withdraw with a <b>W</b>
Jan 17	Holiday - No Classes
Jan 21	Classes end

### Tuition and Fees

#### Undergraduate

- **IN-STATE**
  - TUITION \$212.00 PER UNIT
  - UNIV. FEE \$63.00 PER UNIT PLUS TECH FEE\*
  - \*TECH FEE \$6.00 PER UNIT FOR LESS THAN 10 UNITS/PER UNIT
- **OUT-OF-STATE**
  - TUITION \$508.00 PER UNIT
  - UNIV. FEE \$63.00 PER UNIT PLUS TECH FEE\*
  - \*TECH FEE \$6.00 PER UNIT FOR LESS THAN 10 UNITS/PER UNIT

#### Graduate

- **IN-STATE**
  - TUITION \$257.00 PER UNIT
  - UNIV. FEE \$64.00 PER UNIT PLUS TECH FEE\*
  - \*TECH FEE \$6.00 PER UNIT FOR LESS THAN 10 UNITS/PER UNIT
- **OUT-OF-STATE**
  - TUITION \$538.00 PER UNIT
  - UNIV. FEE \$64.00 PER UNIT PLUS TECH FEE\*
  - \*TECH FEE \$6.00 PER UNIT FOR LESS THAN 10 UNITS/PER UNIT

\* A TECHNOLOGY FEE IS ASSESSED AT \$6 PER UNIT HOUR FOR LESS THAN 10 UNITS.

#### Additional Fees ...

Graduate Student Application	\$40.00	GRAD STUDENTS ONLY
[non-refundable]		
Study Abroad Fee **	\$50.00	
Late Payment Fee	\$75.00	
[non-refundable]		
Return Check Fee	\$50.00	
Parking	\$10.00	

\*\* Not refunded after first day of classes (as of Jan. 3, 2005)

## Registration and Billing

In-Person & Web Registration	Date Billed	Date Mailed	Date Due	\$75 Late Fee
Oct 11-Oct 26	Oct 26	Oct 28	Jan 04, 05	After Jan 04
Oct 27-Nov 16	Nov 16	Nov 18	Jan 04, 05	After Jan 04
Nov 17-Nov 30	Nov 30	Dec 02	Jan 04, 05	After Jan 04
Dec 01-Dec 14	Dec 14	Dec 16	Jan 04, 05	After Jan 04
Dec 15-Jan 05	Jan 05	Jan 07	Feb 03, 05	NO LATE FEE

Obtain account balances, and make credit card payments at (<http://students.towson.edu>), Click 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 postmarked by January 4, 2005 to avoid late payment assessments.

**[BILLING STATEMENT MAILED TO PERMANENT ADDRESS]**

## **TOWSON UNIVERSITY WILL BE CLOSED DECEMBER 22, 2004 THROUGH JANUARY 2, 2005.**

### **Bill Processing Information**

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, which appears on the bill. Payment in full of your Minimester may be made by credit card using the web (<http://students.towson.edu> Click Online Services, Click SA Self Service, Click Learner Services, Click Finances, Click on make a payment) or 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, Towson MD 21252.

If your account balance reflects a credit or zero balance, your class schedule will be secured for the Minimester 2005 semester. If you choose **NOT** to attend, you **MUST** notify Enrollment Services, Registration by your bill payment due date to have your class schedule cancelled. If you fail to do this, you will be financially responsible for all semester charges.

It is imperative that students adhere to the bill payment deadlines. Payment along with the top portion of the bill 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.

### **Bursar Fees**

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, which appears on the bill.

<b>Late Payment Fee.....</b>	<b>\$75</b>
<b>Return Check Fee.....</b>	<b>\$50</b>
<b>Archive Record Research Fee.....</b>	<b>\$10</b>
<b>Late Collection Fee.....</b>	<b>\$25</b>

### **Late Registration Fee**

A late registration fee may be assessed for courses added after the Change of Schedule period.

### **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 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 for insufficient funds. Stopping payment on a check does not constitute as an official withdrawal from the University.

**Outstanding Account Balance**

If you have a university account balance in excess of \$200, you will not be able to register. All balances must be cleared prior to registration. If your account becomes delinquent and deemed uncollectable 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 and percentages are based on the official start date of January 3, 2005				
Length of Course	1 <sup>st</sup> Day	2 <sup>nd</sup> Day	3 <sup>rd</sup> Day	4 <sup>th</sup> Day and After
One Week	100%*	50%**	None	None
Two Weeks	100%*	50%**	None	None
Three Weeks	100%*	50%**	50%**	None

\* Refund - tuition and fees  
 \*\* Refund - tuition only

**Refund Policy**

To receive a refund you must officially withdraw from the course and file a Change of Schedule Form in the Registration Office, Enrollment Services Center, room 223.

**Withdrawal**

Notifying your instructor does not constitute an official withdrawal. If you are unable to withdraw in person, send a withdrawal letter to Enrollment Services. 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 a session begins.

To apply for an exception, submit a written statement of explanation and documentation (if appropriate) to:

**Undergraduate Students:**

Director, Office of the Bursar  
 Enrollment Services Center, Room 315

**Graduate Student:**

Director, Graduate School  
 7800 York Road, Room 218