

Tuition Refund Policy

Notification to the instructor does not constitute a proper withdrawal. Withdrawal forms must be processed by Enrollment Services. 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 semester. 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 11th calendar day through the 22nd calendar day after the official start of the semester, 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 semester, 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 semester 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 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% 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% of tuition only shall be refunded the student.

NON-REFUNDABLE FEES

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

NOTES

(Pertains to all refunds and refund policies.) 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 session in question*.

Undergraduate students should contact the Director of the Bursar's Office, ES, Room 315, and graduate students should contact the Director of Graduate the School Operations, 7800 York Road, Room 218. 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.

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.**

REFUND DATES

Allow 4 to 6 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 August 29 – September 7. During the change of schedule period, students are allowed to adjust their schedules with tuition and fees adjusted at 100%.

Through September 7, 2005	100% Tuition and Fees
Sept. 8 through Sept. 19, 2005	50% Tuition Only
September 20, 2005	0%

*Please refer to **Notes** above for the EXCPETIONS TO THE REFUND POLICY

REFUND DATES FOR SECOND 7-WEEK SESSION

Allow 4 to 6 weeks for receipt of a refund check.

Refund applies to adjustments to a Unit load under 12.

Through October 17, 2005	100% Tuition and Fees
October 18 through October 19, 2005	50% Tuition Only
October 20, 2005	0%

*Please refer to **Notes** above for the EXCPETIONS TO THE REFUND POLICY

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.