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**Bursar's Office**

**Fall 2009 Registration and Billing Schedule**

In-person registration, Web registration	E-Bill Statement Available	Bill due date	\$75 late fee charged	Schedules cancelled
Apr 2 - July 6, 2009	July 8, 2009	Aug 4, 2009	After Aug 4, 2009	Aug 5, 2009
July 7 - July 15, 2009	July 17, 2009	Aug 4, 2009	After Aug 4, 2009	Aug 5, 2009
July 16 - Aug 13, 2009	August 17, 2009	Sept 9, 2009	After Sept 9, 2009	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 <b>Sept 9, 2009.</b>
Aug 14 - Aug 25, 2009	August 27, 2009	Sept 11, 2009	After Sept 11, 2009	
Aug 26- Sept 9, 2009	Sept 16, 2009	Oct 2, 2009	No Late Charge	

**\*NOTE:** To receive 100% adjustment of tuition and fees, you must drop by **September 9, 2009.**

A late fee of \$75 will be assessed for any billing statement processed after published processing deadlines.

> announcements

- Your bill due date is based on your registration date.
- Initial fall billing July 7, 2009. Notification of e-bill will be mailed to campus email.
- Initial billing for newly-admitted degree seeking students is July 29, 2009. Notification of e-bill will be mailed to campus email.
- Find out when you are [scheduled to register.](#)

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Processing of electronic tuition bill (eBill) is the responsibility of the student and is due to the university each term. The eBill notice is communicated to each student via their TU campus email. Failure to satisfy the eBill statement balance does not discharge the financial obligation or late payment assessments. **If you have not received an eBill notification at least one week prior to your processing due date, call the Bursar's Office at 410-704-2100 or 1-888-5BURSAR.**

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: [lwarner@towson.edu](mailto:lwarner@towson.edu)

[Administration and Finance Questions](#)



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## Bursar's Office

### Fall 2009 Tuition and Fee Information

Information about tuition and fees for undergraduate and graduate students is presented here. Other rate structures are listed below. (Rates are subject to change.)

#### Undergraduate

##### In-State

Status	Tuition	University Fee	Student Government Association Fee	Technology Fee	Overload Surcharge
Full Time (12 units+)	\$2,590 per term	\$1005 per term	\$39 per term	\$75 flat fee	\$40 per unit over 15 units
Part Time (11 units-)	\$225 per unit	\$83 per unit	\$3 per unit - \$39 flat	\$7 per unit - \$75 flat	N/A

##### Out-of-State

Status	Tuition	University Fee	Student Government Association Fee	Technology Fee	Overload Surcharge
Full Time (12 units+)	\$7,997 per term	\$1005 per term	\$39 per term	\$75 flat	\$40 per unit over 15 units

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Part Time (11 units-)	\$611 per unit	\$83 per unit	\$3 per unit - \$39 flat	\$7 per unit - \$75 flat	N/A
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**Graduate**

Status	Tuition	University Fee	Student Government Association Fee	Tech Fee	Overload Surcharge
In-state	\$309 per unit	\$83 per unit	\$2 per unit	\$7 per unit up - \$75 Flat	N/A
Out-of-State	\$649 per unit	\$83 per unit	\$2 per unit	\$7 per unit up - \$75 Flat	N/A

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.

Processing of electronic tuition bill (eBill) is the responsibility of the student and is due to the university each term. The eBill notice is communicated to each student via their TU campus email. Failure to satisfy the eBill statement balance does not discharge the financial obligation or late payment assessments and may result in the cancellation of your class schedule. The Billing schedule and due date are presented below. **If you have not received an eBill notification at least one week prior to your processing due date, call the Bursar's Office at 410-704-2100 or 1-888-5BURSAR.**

- Audit courses - audit courses are billed at the same rate as unit courses.
- [Registration and Billing Schedule](#)
- [Fall Refund Schedule](#)

**Other Rate Structures****Satellite Campus Rate Structure*****Satellite Locations 25 Miles or More from Towson University***

Towson University offers reduced mandatory university fees and excludes the technology fee for classes taken at satellite locations 25 miles or more from the TU campus. Regular tuition rates apply.

Note: Regular fees are assessed for classes that do not qualify for the satellite location rate reduction.

- Undergraduate classes are assessed \$36 per unit for mandatory university fees, and exclude the technology fee and student gov't assoc fee, for 11 or fewer units taken at satellite locations 25 miles or more from campus.
- Undergraduate classes are assessed a \$430 flat mandatory university fee, and exclude the technology fee and student gov't assoc fee, for 12 or more units taken at satellite locations 25 miles or more from campus.

- Graduate-level classes taken at satellite locations 25 miles or more from campus are assessed \$36 per unit, and exclude the technology fee and student gov't assoc fee.

### **Satellite Locations Within 25 Miles of Towson University's Campus**

The technology fee is excluded for undergraduate and graduate classes held at locations within a 25-mile radius of the TU campus. Regular tuition rates and other fees apply. This reduced rate structure may not apply to some special programs.

### **Center for Applied Information Technology**

Classes offered by the Center for Applied Information Technology (AIT courses) have a different rate structure from university rates.

<b>Applied Information Technology - Master of Science (AIT Courses)</b>	
<b>Tuition AIT Program (Except AIT 500, 501 and 885)</b>	\$1446 per course
<b>Tuition - AIT 500</b>	\$1808 per course
<b>Tuition - AIT 501</b>	\$1567 per course
<b>Tuition - AIT 885</b>	\$ 482 per course
<b>Applied Information Technology - Doctoral Program (AIT Courses)</b>	
<b>Tuition - Doctorate Courses</b>	\$ 600 per unit

- [Center for Applied Information Technology](#)

### **TU/UB Joint Master's in Accounting and Business Advisory Services**

Students in the Towson University and University of Baltimore joint master's degree program in Accounting and Business Advisory Services are 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. The University of Baltimore graduate rate structure is presented on their Web site.

- [University of Baltimore rate structure](#)

### **UB/Towson Master of Business Administration (MBA)**

Students in the Towson University and University of Baltimore (UB/Towson) Master of Business Administration program are assessed tuition and fees based on the University of Baltimore's graduate rates. This rate structure is presented on the University of Baltimore Web site.

- [University of Baltimore rate structure](#)

Please note that notwithstanding any other provision of this or any other Towson University publication, the university reserves the right to make changes in tuition, fees and other charges at any time such changes are deemed necessary by Towson University and the University System of Maryland Board of Regents.

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### Optional Fees and Other Charges

#### Bursar Fees

Archived Record Research Fee	\$10
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Late Collection Fee	\$25
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Late Fee Payment	\$75
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Reissue Check Fee A stop payment check fee is assessed for checks, which the Bursar's Office has to reissue.	\$25
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Returned Check Fee	\$50
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#### Other Fees

Audiology Clinical Off Campus Practicum	\$60 – \$300
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Career Testing Fee – GENL 121	\$25
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## Archived Information

Graduate Student Application –  
Graduate Students **ONLY** Non-refundable

Online application	\$45
Mail-in application	\$50

Late Registration Fee – A late registration fee may be assessed for courses added after the change of schedule period.	\$75
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Lab/Class Fee - Beginning in the fall 2009 semester, departmental courses may assess a lab/class fee that will be used to purchase essential supplies and equipment for the course. These fees will be allocated specifically to the department from which they are charged. Supplies and equipment purchased with funds raised from the fees will be identified in classrooms via lab/course fee decals.	\$25 - \$50
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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 through summer trimester 2009 \$100 starting fall 2009
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Parking Permit ( <b>rates subject to change</b> ) Freshman resident students are not permitted to park on campus. For questions or additional information, please see Parking Services Web site <a href="http://parking.towson.edu">http://parking.towson.edu</a>	Permits for the spring and summer terms can be arranged by purchasing an annual permit at a pro-rated amount. Minimester permits can be arranged by purchasing a fall permit at a pro-rated amount. Go to the Web site for details.
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Private Music Lessons: <i>per unit plus tuition and fees</i>	\$100 – \$260
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Speech Pathology Clinical Off Campus Practicum	\$60 – \$300
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**Student Teaching Fee (*per experience*)**

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.

\$60 – \$700

**Student Classification Fee – one-time fee assessed for all undergraduate programs for students with junior standing (60 or more earned units.)**

\$200

**Study Abroad Fee**

Subject to Change - For additional information, please see Study Abroad Web site <http://towson.edu/studyabroad>

\$300 fall and spring  
\$150 for short-term programs

**Transcript Fee: *Rush***

\$10

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## Bursar's Office

### Fall 2009 Refund Dates

(Not applicable for TLN-Online Program - see refund policy below.)

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 August 31 – September 9, 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 September 9, 2009	100%	Tuition and Fees
September 10 through September 20, 2009	50%	Tuition Only
September 21, 2009 and after	0%	N/A

### Fall 2009 Refund Dates for Second 7-Week Session

Dates	Refund Percent	Tuition and/or Fees
Through October 20, 2009	100%	Tuition and Fees
October 21 through October 22 , 2009	50%	Tuition Only
October 23, 2009 and after	0%	N/A

Any unpaid charges on a student's financial account with the university will be subtracted from any cash, check, credit card or Web 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, 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.

- [Official Withdrawal Form](#)

### TLN Online Refund Policy\*

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

Dates (all classes start on a Monday)	Refund Percent	Course Tuition (\$550)
Last day to drop a course with no grade posted to academic record: third day after course start date (i.e. Wednesday evening at midnight)	100%	Tuition (\$550)
After the third day of class (i.e. starting at 12:01 a.m. Thursday)	0%	N/A

\* This refund policy is only for students who have paid their class in full.

\* Payment is due the Wednesday before the class start date or student will be cancelled due to nonpayment.

### Fall 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 September 9, 2009. You may withdraw online or submit an Official Withdrawal Form to the Office of the Registrar, Enrollment Services Center, Room 223.

To withdraw online login to Towson Online Services and click on Self Service>Student Center>Enroll/Drop. To submit an official withdrawal form go to the Registrar's Web site. Notification to the instructor does not constitute a proper withdrawal.

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

If you choose to fully withdraw after the change of schedule period, 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 the Change of Schedule Period, September 9, 2009, 100 percent of tuition, mandatory university fees, student government association fee, and technology fee shall be refunded to the student.
2. From September 10th through September 20, 2009, 50 percent of tuition only shall be refunded the student who fully withdraws from the university.
3. Beginning with September 21, 2009, no refund shall be issued.
4. Fees:
  - a. The following fees are *non-refundable*:
    1. Late Payment
    2. Room Deposit Fee
    3. Enrollment Contract Fee
    4. Application Fee
    5. Closed Contract Fee
  - b. The following fees are *non-refundable after the official start of classes* for the term as indicated below:
    1. Housing Charge
    2. Applied Fee (Private Instruction, Student Teaching, Clinical Practicum, etc)
    3. Parking Fee
  - c. The following fees are *non-refundable after the official change of schedule period*:
    1. Housing Charge
    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
  - d. The following fee is prorated after the official change of schedule period:
    1. Meal Plan

### **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 seven-week session, no refund is issued.
4. Non-refundable fees:
  - 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
  - [Exceptions to Refund Policy](#)

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