### About

#### Bursar's Office

#### Spring 2014 Tuition and Fee Information

Information about tuition and fees for undergraduate and graduate students is presented here. Other rate structures are listed below.

**Undergraduate**

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Mandatory Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-State</td>
</tr>
<tr>
<td>Full Time</td>
<td></td>
</tr>
<tr>
<td>(12 units+)</td>
<td></td>
</tr>
<tr>
<td>Part Time</td>
<td></td>
</tr>
</tbody>
</table>

**Tuition**

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Mandatory Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Out-of-State</td>
</tr>
<tr>
<td>Full Time</td>
<td></td>
</tr>
<tr>
<td>Part Time</td>
<td></td>
</tr>
</tbody>
</table>
Graduate

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Mandatory Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-State Auxiliary Services Fees</td>
</tr>
<tr>
<td></td>
<td>$365 per unit</td>
</tr>
<tr>
<td></td>
<td>$751 per unit</td>
</tr>
</tbody>
</table>

Tuition and fees are subject to change by the Board of Regents at any time. A late fee of $100 will be assessed for any billing statement not satisfied by the payment deadline on the statement.

Payment of electronic tuition bill (eBill) is the responsibility of the student and is due to the university each term. Notification that an eBill has been issued is communicated to each student via their TU campus email. Failure to pay or provide financial aid or third party documentation to cover the eBill statement balance does not discharge the financial obligation, including any late payment assessments, and may result in the cancellation of your class schedule. If you do not receive an eBill notification at least one week prior to your payment 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](#)
- [Spring Refund Schedule](#)

**Other Rate Structures**

**Satellite Campus Rate Structure**

*Satellite Locations 25 Miles or More from Towson University*

Towson University offers reduced Auxiliary Services Fees, and excludes the Athletics Fee and the Student Government Association 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.

- For 11 or fewer units taken at satellite locations 25 miles or more from campus, undergraduate classes are assessed a $42 per unit Auxiliary Services Fee and a $7 per unit Technology Fee.
For 12 or more units taken at satellite locations 25 miles or more from campus, undergraduate classes are assessed a $498 per term Auxiliary Services Fee and an $84 per term Technology Fee.

Graduate-level classes taken at satellite locations 25 miles or more from campus are assessed a $42 per unit Auxiliary Services Fee and a $7 per unit Technology Fee.

**Applied Information Technology**

Applied Information Technology courses have a different rate structure from university rates.

**Applied Information Technology - Master of Science (AIT Courses)**

<table>
<thead>
<tr>
<th>Tuition AIT Program (Except AIT 500, 501 and 885)</th>
<th>$1,575 per course</th>
<th>$7 per unit up to $84 per term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition - AIT 500</td>
<td>$1,969 per course</td>
<td>$7 per unit up to $84 per term</td>
</tr>
<tr>
<td>Tuition - AIT 501</td>
<td>$1,706 per course</td>
<td>$7 per unit up to $84 per term</td>
</tr>
<tr>
<td>Tuition - AIT 885</td>
<td>$525 per course</td>
<td>$7 per unit up to $84 per term</td>
</tr>
</tbody>
</table>

**Applied Information Technology - Doctoral Program (AIT Courses)**

| Tuition - Doctorate Courses                     | $653 per unit | $7 per unit up to $84 per term |

- **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**
NOTE: 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.
Bursar's Office

Spring 2014 Registration and Billing Schedule

<table>
<thead>
<tr>
<th>Registration Date</th>
<th>eBills Available</th>
<th>Bill Due Date</th>
<th>$100 Late Fee Charged</th>
<th>Schedules Subject to Cancellation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 18, 2013 - Jan 8, 2014</td>
<td>Jan 9</td>
<td>Feb 4, 2014</td>
<td>After Feb 4, 2014</td>
<td>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 fees, you must drop by Feb 4, 2014</td>
</tr>
</tbody>
</table>

Registration Restrictions

If you have a university account balance in excess of $200, you will not be allowed to register.

eBill Notification and Payment

Payment of electronic tuition bill (eBill) is the responsibility of the student and is due to the university each term. Notification that an eBill has been issued is communicated to each student via their TU campus email. Failure to pay or provide financial aid or third party documentation to cover the eBill statement balance does not discharge the financial obligation, including any late payment assessments, and may result in the cancellation of your class schedule. If you do not receive an eBill notification at
least one week prior to your payment due date, call the Bursar's Office at 410-704-2100 or 1-888-5BURSAR.

Securing or Canceling Your Schedule

If your account balance reflects a credit or zero balance, your class schedule will be secured for the term. If your account reflects a credit or zero balance and you choose NOT to attend the upcoming term, you MUST drop all of your classes by the end of the Change of Schedule period in order to receive a 100 percent refund of tuition and fees. You must withdraw online through Self Service. To withdraw online, login to Towson Online Services and click on Self Service> Student Center> Enroll/Drop. Notification to the instructor does not constitute a proper withdrawal.

If you fail to withdraw in the proper manner and timeframe, you will be financially responsible for all term charges. A $100 late fee is assessed to any student who does not pay in full or establish a payment plan with the university by their bill payment deadline.

Office of the Registrar

The Bursar's Office
Enrollment Service Center, Room 336 (map)
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: 410-704-2185
E-mail: lwarner@towson.edu

Administration and Finance Questions
Bursar's Office

Spring 2014 Refund Policy

Allow four to six weeks for receipt of a refund check. The following dates only apply to full withdrawal from the university, with the exception of the official Change of Schedule period. During the Change of Schedule period, students are allowed to adjust their schedules with tuition and fees adjusted at 100 percent.

**Spring 2014 Refund Dates for Regular Session**

**Regular Session - Change of Schedule Period - January 27 - February 4, 2014**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Grade</th>
<th>Refund Percent</th>
<th>Tuition and/or Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through February 4, 2014</td>
<td>None*</td>
<td>100%</td>
<td>Tuition and Fees</td>
</tr>
<tr>
<td>February 5 through February 17, 2014</td>
<td>W</td>
<td>50%</td>
<td>Tuition Only</td>
</tr>
<tr>
<td>February 18, 2014 through April 11, 2014</td>
<td>W</td>
<td>0%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Classes dropped from student schedule.*

**Spring 2014 Refund Dates for First 7-Week Session**

**First 7-Week Session - Change of Schedule Period - January 27 - January 30, 2014**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Grade</th>
<th>Refund Percent</th>
<th>Tuition and/or Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through January 30, 2014</td>
<td>None*</td>
<td>100%</td>
<td>Tuition and Fees</td>
</tr>
<tr>
<td>January 31 through February 4, 2014</td>
<td>W</td>
<td>100%</td>
<td>Tuition and Fees</td>
</tr>
<tr>
<td>February 5 through February 17, 2014</td>
<td>W</td>
<td>50%</td>
<td>Tuition Only</td>
</tr>
<tr>
<td>February 18 through February 28, 2014</td>
<td>W</td>
<td>0%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Classes dropped from student schedule.*

**Spring 2014 Refund Dates for Second 7-Week Session**

**Second 7-Week Session - Change of Schedule Period - March 25 - March 28, 2014**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Grade</th>
<th>Refund Percent</th>
<th>Tuition and/or Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 25 - March 28, 2014</td>
<td>None*</td>
<td>100%</td>
<td>Tuition and Fees</td>
</tr>
</tbody>
</table>
Classes dropped from student schedule.

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. For each term, credit card refunds will be processed after the term's Change of Schedule period. However, students may ask for a credit card refund prior to this by contacting the Bursar's Office. If a student receives 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.

Questions regarding refunds 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 withdraw online through Self Service. To withdraw online, login to Towson Online Services and click on Self Service> Student Center> Enroll/Drop. Notification to the instructor does not constitute a proper withdrawal. If you fail to officially withdraw you will be financially responsible for all term charges.

- Registrar's Withdrawal Policy

Withdrawal Refund Policy – Full Spring Term

You must drop all your classes by the end of the Change of Schedule period in order to receive a 100 percent refund of tuition and fees. If you choose to fully withdraw from the university after the Change of Schedule period, the last date on which you withdraw online from a class determines the percentage of the refund. All refund percentages are based on the official start of the term. The timing for effecting refunds is as follows:

1. Through the end of the Change of Schedule Period, 100 percent of tuition and fees shall be refunded to the student.
2. From the first day after the end of the Change of Schedule period through the 22nd calendar day of the term, 50 percent of tuition only shall be refunded to the student who fully withdraws from the university.
3. Beginning with the 23rd calendar day of the term, no refund shall be issued.
4. The following fees are non-refundable, regardless of when a withdrawal takes place:
   a. Late Payment Fee
   b. Room Deposit Fee
   c. Application Fee
   d. Enrollment Contract Fee
   e. Closed Contract Fee
   f. Nursing Deposit Fee
   g. Study Abroad Fee

   In addition to the above fees, the following fees are non-refundable after the official start of classes for the term:
   a. Housing Charge
   b. Applied Fees (Private Instruction, Student Teaching, Clinical Practicum, etc.)
   c. Parking Permit Fee

   In addition to the above fees, the following fees are non-refundable after the official Change of Schedule period for the term:
a. Athletic Fee  
b. Auxiliary Services Fees  
c. Student Government Association Fee  
d. Technology Fee  
e. Overload Surcharge Fee  
f. Course-based Fees  
g. Student Classification Fee

The following fee is prorated after the official Change of Schedule period:

a. Meal Plan

Withdrawal Refund Policy – First Seven-Week Session of Spring Term

Notification to the instructor does not constitute a proper withdrawal. The last date on which you withdraw online from a class determines the percentage of the refund. All refund percentages are based on the official start of the session. Students are considered full-time when carrying 12 units or greater; therefore, refunds apply only to unit loads under 12. The timing for effecting refunds is as follows:

1. Through the ninth calendar day of the session, 100 percent of tuition and fees shall be refunded to the student.
2. From the tenth calendar day of the session through the 22nd calendar day, a 50 percent refund of tuition only shall be refunded to the student who fully withdraws from the university.
3. Beginning with the 23rd calendar day of the session, no refund shall be issued.
4. The following fees are non-refundable, regardless of when a withdrawal takes place:
   a. Late Payment Fee  
   b. Room Deposit Fee  
   c. Application Fee  
   d. Enrollment Contract Fee  
   e. Closed Contract Fee  
   f. Nursing Deposit Fee  
   g. Study Abroad Fee

In addition to the above fees, the following fees are non-refundable after the official start of classes for the term:

a. Housing Charge  
b. Applied Fees (Private Instruction, Student Teaching, Clinical Practicum, etc.)  
c. Parking Permit Fee

In addition to the above fees, the following fees are non-refundable after the official Change of Schedule period for the term:

a. Athletic Fee  
b. Auxiliary Services Fees  
c. Student Government Association Fee  
d. Technology Fee  
e. Overload Surcharge Fee  
f. Course-based Fees  
g. Student Classification Fee

The following fee is prorated after the official Change of Schedule period:

a. Meal Plan

Withdrawal Refund Policy – Second Seven-Week Session of Spring Term

Notification to the instructor does not constitute a proper withdrawal. The last date on which you withdraw online from a class determines the percentage of the refund. All refund percentages are based on the official start of the session. Students are considered full-time when carrying 12 units or greater; therefore, refunds apply only to unit loads under 12. The timing for effecting refunds is as follows:

1. Through the end of the Change of Schedule period for the second seven-week session, 100 percent of tuition and fees shall be refunded to the student.
2. Beginning with the first day after the end of the Change of Schedule period, no refund shall be issued.

3. The following fees are non-refundable, regardless of when a withdrawal takes place:
   a. Late Payment Fee
   b. Room Deposit Fee
   c. Application Fee
   d. Enrollment Contract Fee
   e. Closed Contract Fee
   f. Nursing Deposit Fee
   g. Study Abroad Fee

   In addition to the above fees, the following fees are non-refundable after the official start of classes for the term:
   a. Housing Charge
   b. Applied Fees (Private Instruction, Student Teaching, Clinical Practicum, etc.)
   c. Parking Permit Fee

   In addition to the above fees, the following fees are non-refundable after the official Change of Schedule period for the term:
   a. Athletic Fee
   b. Auxiliary Services Fees
   c. Student Government Association Fee
   d. Technology Fee
   e. Overload Surcharge Fee
   f. Course-based Fees
   g. Student Classification Fee

   The following fee is prorated after the official Change of Schedule period:
   a. Meal Plan

Exceptions to Refund Policy

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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