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About

Bursar's Office

Spring 2015 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 2015 Refund Dates for Regular Session

Regular Session - Change of Schedule Period - January 26 - February 3, 2015

Dates	Grade	Refund Percent	Tuition and/or Fees
Through February 3, 2015	None*	100%	Tuition and Fees
February 4 through February 16, 2015	W	50%	Tuition Only
February 17, 2015 through April 10, 2015	W	0%	N/A

*Classes dropped from student schedule.

Spring 2015 Refund Dates for First 7-Week Session

First 7-Week Session - Change of Schedule Period - January 26 - January 29, 2015

Dates	Grade	Refund Percent	Tuition and/or Fees
Through January 29, 2015	None*	100%	Tuition and Fees
January 30 through February 3, 2015	W	100%	Tuition and Fees
February 4 through February 16, 2015	W	50%	Tuition Only
February 17 through February 27, 2015	W	0%	N/A

*Classes dropped from student schedule.

Spring 2015 Refund Dates for Second 7-Week Session

Second 7-Week Session - Change of Schedule Period - March 24 - March 27, 2015

Dates	Grade	Refund Percent	Tuition and/or Fees
March 24 - March 27, 2015	None*	100%	Tuition and Fees
March 28 - April 27, 2015	W	0%	N/A

*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](#)

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: _____

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