



[skip to section links](#)

## About

### Bursar's Office

#### Fall 2015 Refund Policy

A full or partial refund may be given if you choose not to complete the Fall session. To qualify, you must officially withdraw online through Self Service. Notification to the instructor does not constitute a proper withdrawal. If you fail to officially drop online, you will be financially responsible for all term charges. Please note that during the Change of Schedule period, students are allowed to adjust their schedules with tuition and fees crediting 100 percent. The following dates only apply to **full withdrawal from the university**.

To drop online:

- a.) Login to Towson Online Services
- b.) Click the Self Service link
- c.) Click the Student Center link
- d.) Select "Enroll/Drop"

You must drop courses by the end of the **Change of Schedule** period for the class session in order to receive a 100 percent refund of tuition and fees. If you choose to drop after the **Change of Schedule** period for the class session, 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 class session.

Please see below for refund method.

#### Fall 2015 Refund Dates for Regular Session

##### Regular Session - Change of Schedule Period - August 26 - September 3, 2015

Dates	Grade	Refund Percent	Tuition and/or Fees
Through September 3, 2015	None*	100%	Tuition and Fees
September 4 - September 16, 2015	W	50%	Tuition Only
September 17 - November 4, 2015	W	0%	N/A

*\*Classes dropped from student schedule.*

#### Fall 2015 Refund Dates for First 7-Week Session

##### First 7-Week Session - Change of Schedule Period - August 26 - August 31, 2015

Dates	Grade	Refund Percent	Tuition and/or Fees
Through August 31, 2015	None*	100%	Tuition and Fees
September 1 - September 3, 2015	W	100%	Tuition and Fees
September 4 - September 16, 2015	W	50%	Tuition Only
September 17 - September 30, 2015	W	0%	N/A

*\*Classes dropped from student schedule.*

#### Fall 2015 Refund Dates for Second 7-Week Session

##### Second 7-Week Session - Change of Schedule Period - October 16 - October 21, 2015

Dates	Grade	Refund Percent	Tuition and/or Fees
Through October 21, 2015	None*	100%	Tuition and Fees
October 22 - November 19, 2015	W	0%	N/A

*\*Classes dropped from student schedule.*

#### Refund Method

Any unpaid charges on a student's financial account with Towson University will be subtracted from the refund amount 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 your credit card monthly statement. For payments made by any other method other than credit card, refunds

will be issued by check. For each class session, refunds will be processed after the term's Change of Schedule period. However, students may ask for the refund process to be initiated 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.

- [Exceptions to Refund Policy](#)

## Withdrawal Refund Policy – Full Fall Term

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 after the official start 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 after the official start 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 – First Seven-Week Session of Fall Term

1. Through the tenth calendar day after the official start of the session, 100 percent of tuition and fees shall be refunded to the student.
2. From the eleventh calendar day after the official start 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 after the official start 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 Fall Term**

1. Through the sixth calendar day after the official start of the second seven-week session, 100 percent of tuition and fees shall be refunded to the student.
2. Beginning with the seventh calendar day after the official start of the second seven-week session, 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 ([map](#))

Hours: Monday - Friday, 8 a.m. - 5 p.m. (Customer Service Center)

Monday - Friday, 8:30 a.m. - 4:00 p.m. (Payment Center)

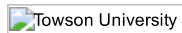
1-888-5BURSAR (toll free)

Phone: 410-704-2100

Fax: 410-704-2185

E-mail: [warner@towson.edu](mailto:warner@towson.edu)

[Administration and Finance Questions](#)



8000 York Road | Towson, MD 21252 | 410-704-2000

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