**PAYMENT OF FEES**

The Bursar’s Office distributes all tuition bills electronically. The electronic bill, or eBill, process works as follows:

- When tuition bills are ready each term, students receive an email on their TU account instructing them to view their bill at the eBill website. Students access this website via their Student Center on Towson Online Services. For further information on how to view an eBill, visit www.towson.edu/bursar and click Payments and Billing.
- Students can grant restricted access to parents, guardians, employers or other third parties to view and/or pay tuition bills. Go to www.towson.edu/bursar and click Payments and Billing, and then eBill and Online Payment for instructions on how to add an authorized user.

Students and/or third parties have the following options for making a payment:

- **Cash:** The Bursar’s Office Payment Center is open 8:30 a.m. – 4 p.m., Monday-Friday, and is located on the third floor of the Enrollment Services Center.
- **Check or money order:** Please make checks or money orders payable to Towson University and include the student’s TU ID number on the front. Checks or money orders may be mailed or brought directly to the Bursar’s Office Payment Center. For mailing information, please see the Payment Options page at www.towson.edu/bursar.
- **eCheck/ACH:** Payments may be made online by eCheck/ACH through TU’s eBill and Payment System. Instructions on how to do so may be found on the Payment Options page at www.towson.edu/bursar.
- **Credit card:** The Bursar’s Office does not accept in-person or mailed credit card payments. However, credit card payments may be made online via TU’s eBill and Payment System. Instructions on how to do so may be found on the Payment Options page at www.towson.edu/bursar.
- **Deferred Payment Plan:** The university offers the Tiger Installment Plan (TIP) that extends to students or third parties a monthly budget plan for meeting the cost of tuition, university fees, and on-campus housing and meals each term. Some student housing facilities (listed below) are privately operated, and rent is not included as part of the university’s term billing. Rent payments for these facilities—Millennium Hall, and Paca and Tubman Houses—are to be paid to Capstone Management and therefore cannot be included in a deferred payment plan. For more information about the university’s Tiger Installment Plan options, visit www.towson.edu/paymentplan or call the Bursar’s Office at 410-704-2100 or 1-888-5-BURSAR.

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**It is imperative that students adhere to the payment deadlines.** To avoid the cancellation of their class schedule, payment in full must be received, or an officially enrolled Tiger Installment Plan must be established, by the bill payment due date found on their eBill or at www.towson.edu/bursar. Completing the bill payment requirement will secure a student’s class schedule for the term.

If a student’s account reflects a credit or zero balance and they choose NOT to attend the upcoming term, they MUST drop all of their classes by the end of the Change of Schedule period in order to receive a 100 percent refund of tuition and fees. Students 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.

Regardless of their account balance, if a student fails to withdraw in the proper manner and timeframe, they will be financially responsible for all term charges. A $150 late fee is assessed to any student who does not pay in full or establish an official payment plan with the university by their bill payment deadline.

**WARNING:** Payment of an electronic tuition bill (eBill) is the responsibility of the student and is due as outlined at www.towson.edu/bursar. Notification that an eBill has been issued is communicated to each student via their TU campus email. Failure to satisfy the eBill statement balance does not discharge the financial obligation, including any late payment assessments. If a student does not receive an eBill notification at least one week prior to their payment due date, they should call the Bursar’s Office at 410-704-2100 or 1-888-5-BURSAR. Students are responsible for paying their tuition and fees by the due date even if they do not receive an eBill notification.

Towson University’s policy, which is supported by the legislative auditors of the state of Maryland, is that all previous balances must be paid prior to registration for the following academic term. All payments are used to satisfy the oldest outstanding charge prior to applying any portion of a payment to current or more recent charges. Should the account of any student become delinquent and be sent to the Central Collection Unit of the state of Maryland, a late collection fee of $25 will be imposed by the university and a collection fee not to exceed 20 percent of the outstanding balance will be charged to the student by the Central Collection Unit of the state of Maryland. In accordance with COMAR Title 17, Subtitle 01, Chapter 02, Section 01 through 05, the Central Collection Unit of the state of Maryland may report debt to a credit bureau and begin intercepting Maryland income tax refunds of individuals indebted to the state colleges, universities and state agencies. Students with outstanding balances should contact the Bursar’s Office. Future registration, as well as transcript and diploma requests, will not be honored if a student has a financial obligation to the university. Payments made by check will be subject to a waiting period of 5 working days prior to transcripts or diplomas being released or refunds being processed.

**PLEASE NOTE:** The university will retroactively bill when coding errors are identified.