REFUND POLICIES

If a student chooses not to attend TU, they must drop all 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 Student Dashboard; Enrollment; Drop. Notification to the instructor does not constitute a proper withdrawal.

For additional information regarding withdrawal, see the **Academic Regulations** section of this catalog.

Withdrawal Refund Policy

Full Fall/Spring Term

If a student chooses to fully withdraw from TU after the Change of Schedule period, the last date on which they 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 TU.
3. Beginning with the 23rd calendar day of the term, no refund shall be issued.

First Seven-Week Session of Fall/Spring Term *

Notification to the instructor does not constitute a proper withdrawal. The last date on which a student withdraws 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 tenth calendar day of the session, 100 percent of tuition and fees shall be refunded to the student.
2. From the eleventh 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 TU.
3. Beginning with the 23rd calendar day of the session, no refund shall be issued.

Second Seven-Week Session of Fall/Spring Term *

Notification to the instructor does not constitute a proper withdrawal. The last date on which a student withdraws 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 sixth calendar day of the 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.

*The following dates only apply if the student fully withdrawals from the university, or if the student is only taking courses in the Second 7-Week session. If a student is taking courses in multiple sessions, a refund will not be issued

Summer Term

Summer consists of four sessions, each with its own unique refund policy. Refund policies for all four sessions can be found online. As with all other terms, in the summer notification to the instructor does not constitute a proper withdrawal, and the last date on which a student withdraws online from a class determines the percentage of their refund.

NOTE: Based on documentation of extraordinary circumstances, including medical, exceptions may be made to these refund policies. Requests for refunds for extraordinary circumstances should be submitted immediately; however, *no requests will be considered 30 days beyond the term or session in question.* Undergraduate students should submit requests to:

Director of the Student and University Billing Office
Enrollment Services Center, Room 315
Towson, MD 21252-0001

Graduate students should submit requests to:

Admissions
Enrollment Services Center
Towson, MD 21252-0001

Any unpaid charges on a student's financial account with TU or another state agency will be subtracted from the refund due prior to processing the 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 will be refunded after the term's Change of Schedule period. However, students may ask for a credit card refund prior to this period by contacting the Student and University Billing Office. 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 Student and University Billing Office, Enrollment Services Center, 410-704-2100 or 1-888-528-7727.

Fees

The following fees are *non-refundable, regardless of when a withdrawal takes place:*

1. Late Payment Fee
2. Room Deposit Fee
3. Application Fee
4. Enrollment Contract Fee
5. Closed Contract Fee
6. Nursing Deposit Fee
7. Study Abroad and Away Fee
8. New Student Orientation Fee

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

1. Housing Charge
2. Applied Fees (Private Instruction, Internship, Clinical Practicum, etc.)
3. 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:

1. Athletic Fee
2. Auxiliary Services Fees
3. Student Government Association Fee
4. Technology Fee
5. Overload Surcharge Fee
6. Course-based Fees
7. Student Classification Fee

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

1. Meal Plan