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## About

### Bursar's Office

#### Summer Sessions 2014 Refund Policy

No cancellation of class schedule will occur for the Summer Sessions. If you choose to drop some or all of your courses, you must do so online through Self Service. Notification to the instructor does not constitute a proper drop from the class. If you fail to officially drop online, you will be financially responsible for all term charges. 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 a course after the Change of Schedule period for the class session, the last date on which you drop 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.

Session	100% Refund*		
	Through Change of Schedule	50% Refund**	No Refund
I	1st - 3rd calendar day of session	4th - 10th calendar day of session	11th calendar day of session or later
II	1st - 4th calendar day of session	5th - 10th calendar day of session	11th calendar day of session or later
III	1st - 3rd calendar day of session	4th - 10th calendar day of session	11th calendar day of session or later
IV	1st - 7th calendar day of session	8th - 18th calendar day of session	19th calendar day of session or later

\* Refund - tuition and fees

\*\* Refund - tuition only

Length of Workshop	100% Refund*	50% Refund**	No Refund
1 week	1st day	2nd day	3rd day or later
2 weeks	1st day	2nd to 4th day	5th day or later
3 weeks	1st and 2nd day	3rd to 6th day	7th day or later
4 weeks	1st and 2nd day	3rd to 8th day	9th day or later

\* Refund - tuition and fees

\*\* Refund - tuition only

#### Summer Sessions 2014 Refund Dates

Session I	Dates	Refund Percent	Tuition and/or Fees
	Through May 29, 2014	100%	Tuition and Fees
	May 30 - June 5, 2014	50%	Tuition Only
	June 6, 2014 and after	0%	No Refund
Session II	Dates	Refund Percent	Tuition and/or Fees
	Through May 30, 2014	100%	Tuition and Fees
	May 31 - June 5, 2014	50%	Tuition Only

Session III	Dates	Refund Percent	Tuition and/or Fees
	June 6, 2014 and after	0%	No Refund
	Through July 2, 2014	100%	Tuition and Fees
	July 3 - 9, 2014	50%	Tuition Only
	July 10, 2014 and after	0%	No Refund
Session IV	Dates	Refund Percent	Tuition and/or Fees
	Through June 2, 2014	100%	Tuition and Fees
	June 3 - June 13, 2014	50%	Tuition Only
	June 14, 2014 and after	0%	No Refund

## 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 method other than credit card, refunds will be issued by check. For each class session refunds will be processed after the session'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](#)

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](#)

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