

# Spring Refund Dates & Policy

## Spring 2018 Refund Policy

A full or partial refund may be given if you choose not to complete the full 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:

- Login to [Towson Online Services](#)
- Click the Self Service link
- Click the Student Center link
- 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.

## Spring 2018 Refund Dates for Regular Session

The change of schedule period for the regular session is January 29 to February 6, 2018.

DATES	GRADE	REFUND PERCENT	TUITION AND/OR FEES
Through 2/6/2018	None <sup>1</sup>	100%	Tuition and Fees
2/7/2018 - 2/19/2018	W <sup>2</sup>	50%	Tuition Only
2/20/2018 - 4/9/2018	W	0%	N/A

<sup>1</sup> Classes dropped from student schedule.

<sup>2</sup> The following dates only apply to a full withdrawal from the university.

## Spring 2018 Refund Dates for First 7-Week Session

The change of schedule period for the first seven-week session is January 29 to February 1, 2018.

DATES	GRADE	REFUND PERCENT	TUITION AND/OR FEES
Through 2/1/2018	None <sup>1</sup>	100%	Tuition and Fees
2/2/2018 - 2/6/2018	W	100%	Tuition and Fees
2/7/2018 - 2/19/2018	W <sup>2</sup>	50%	Tuition Only
2/20/2018 - 2/26/2018	W	0%	N/A

<sup>1</sup> Classes dropped from student schedule.

<sup>2</sup> The following dates only apply to a full withdrawal from the university.

### REFUNDS

[Fall Refund Dates & Policy](#)

[Spring Refund Dates & Policy](#)

[Summer Refund Dates & Policy](#)

[Minimester Refund Dates & Policy](#)

[Exceptions to the Refund Policy](#)

[Military Call-Up Procedures](#)

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## Spring 2018 Refund Dates for Second 7-Week Session

The change of schedule period for the second seven-week session is March 27 to March 30, 2018.

DATES	GRADE	REFUND PERCENT	TUITION AND/OR FEES
3/27/2018 - 3/30/2018	None <sup>1</sup>	100%	Tuition and Fees
3/31/2018 - 4/24/2018	W	0%	N/A

<sup>1</sup> The following dates only apply to a full withdrawal from the university.

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. 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 session charges. To drop online:

- Login to [Towson Online Services](#)
- Click the Self Service link
- Click the Student Center link
- Select "Enroll/Drop"

For more information, access the [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:

- Through the end of the change of schedule Period, 100 percent of tuition and fees shall be refunded to the student.
- 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.
- Beginning with the 23rd calendar day of the term, no refund shall be issued.
- The following fees are non-refundable, regardless of when a withdrawal takes place: late payment fee, room deposit fee, application fee, enrollment contract fee, closed contract fee, nursing deposit fee, study abroad fee.
- In addition to the above fees, the following fees are non-refundable after the *official start of classes* for the term: housing charge, applied fees (private instruction, student teaching, clinical practicum, etc.), 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: athletic fee, Auxiliary Services fees, Student Government Association fee, technology fee, overload surcharge fee, course-based fees, student classification fee

- The meal plan fee is prorated after the official change of schedule period.

### 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:

- Through the ninth calendar day of the session, 100 percent of tuition and fees shall be refunded to the student.
- 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.
- Beginning with the 23rd calendar day of the session, no refund shall be issued.
- The following fees are non-refundable, regardless of when a withdrawal takes place: late payment fee, room deposit fee, application fee, enrollment contract fee, closed contract fee, nursing deposit fee, study abroad fee.
- In addition to the above fees, the following fees are non-refundable after the *official start of classes* for the term: housing charge, applied fees (private instruction, student teaching, clinical practicum, etc.), 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: athletic fee, Auxiliary Services fees, Student Government Association fee, technology fee, overload surcharge fee, course-based fees, student classification fee
- The meal plan fee is prorated after the official change of schedule period.

### 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:

- 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.
- Beginning with the first day after the end of the Change of Schedule period, no refund shall be issued.
- The following fees are non-refundable, regardless of when a withdrawal takes place: late payment fee, room deposit fee, application fee, enrollment contract fee, closed contract fee, nursing deposit fee, study abroad fee.
- In addition to the above fees, the following fees are non-refundable after the *official start of classes* for the term: housing charge, applied fees (private instruction, student teaching, clinical practicum, etc.), 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: athletic fee, Auxiliary Services fees, Student Government Association fee, technology fee, overload surcharge fee, course-based fees, student classification fee
- The meal plan fee is prorated after the official change of schedule period.



### Exceptions to Refund Policy




**8000 York Road  
Towson, MD 21252**

Contact Us  
Visit Campus  
Directions & Parking  
Work at Towson University

**GENERAL**  
MAIN LINE  
410-704-2000  
  
CLOSINGS & NEWS  
410-704-NEWS (6397)

**UNIVERSITY POLICE**  
EMERGENCY  
410-704-4444  
  
NON-EMERGENCY  
410-704-2134

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