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Bursar's Office

Spring 2010 Registration and Billing Schedule

The university will be closed December 24, 2009 through January 03, 2010.

In-person registration Web registration	eBills Available	Bill due date	\$75 late fee charged	Schedules cancelled
Nov 4 - Nov 12, 2009	Nov 13	Jan 5, 2010	After Jan 5, 2010	Jan 6, 2010
Nov 12 - Dec 2, 2009	Dec 7	Jan 5, 2010	After Jan 5, 2010	Jan 6, 2010
Dec 4 - Dec 16, 2009	Dec 18	Jan 5, 2010	After Jan 5, 2010	Jan 6, 2010
Dec 17, '09 - Jan 13, 2010	Jan 15	Feb 2, 2010	After Feb 2, 2010	No cancellation of class schedule will occur. The financial obligation is the responsibility of the student. In order to receive 100% adjustment of tuition and fee, you must drop by Feb. 2, 2010.
Jan 14 - Jan 21, 2010	Jan 25	Feb 5, 2010	After Feb 5, 2010	
Jan 22 - Feb 02, 2010	Feb 14	Mar 3, 2010		

Processing of electronic tuition bill (eBill) is the responsibility of the student and is due to the university each term. The eBill notice is communicated to each student via their TU campus email. Failure to satisfy the eBill statement balance does not discharge the obligation or late payment assessments. **If you have not received an eBill notification at least one week prior to your processing due date,**

announcements

Your bill due date is based on your registration date.

Find out when you are [scheduled to register.](#)

NOTE: The unviersity will be closed December 24, 2009 - January 03, 2010.

call the Bursar's Office at 410-704-2100 or 1-888-5BURSAR.

The Bursar's Office

Enrollment Service Center, Room 336

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

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

1-888-5BURSAR (toll free)

Phone: 410-704-2100

Fax: 410-704-6043

E-mail: lwarner@towson.edu

[Administration and Finance Questions](#)

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> ABOUT TU

Bursar's Office

Spring 2010 Tuition and Fee Information

Information about tuition and fees for undergraduate and graduate students is presented here. Other rate structures are listed below.

Undergraduate

In-State

Status	Tuition	University Fee	Student Gov't Assoc Fee	Tech Fee	Overload Surcharge
Full Time (12 units+)	\$2,590 per term	\$1005 per term	\$39 per term	\$75 flat fee	\$40 per unit over 15 units
Part Time (11 units-)	\$225 per unit	\$83 per unit	\$3 per unit up - \$39 Flat	\$7 per unit up - \$75 Flat	N/A

Out-of-State

Status	Tuition	University Fee	Student Gov't Assoc Fee	Tech Fee	Overload Surcharge
Full Time (12 units+)	\$7,997 per term	\$1005 per term	\$39 per term	\$75 Flat	\$40 per unit over 15 units

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Part Time (11 units-)	\$611 per unit	\$83 per unit	\$3 per unit up - \$39 Flat	\$7 per unit up - \$75 Flat	N/A
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Graduate

Status	Tuition	University Fee	Student Gov't Assoc Fee	Tech Fee	Overload Surcharge
In-state	\$309 per unit	\$83 per unit	\$2 per unit	\$7 per unit up - \$75 Flat	N/A
Out-of-State	\$649 per unit	\$83 per unit	\$2 per unit	\$7 per unit up - \$75 Flat	N/A

Fees and tuition are subject to change by the Board of Regents. A late fee of \$75 will be assessed for any billing statement processed after published processing deadlines.

Processing of electronic tuition bill (eBill) is the responsibility of the student and is due to the university each term. The eBill notice is communicated to each student via their TU campus email. Failure to satisfy the eBill statement balance does not discharge the obligation or late payment assessments. **If you have not received an eBill notification at least one week prior to your processing due date, call the Bursar's Office at 410-704-2100 or 1-888-5BURSAR.**

- [Registration and Billing Schedule](#)
- [Spring Refund Schedule](#)

Other Rate Structures**Satellite Campus Rate Structure*****Satellite Locations 25 Miles or More from Towson University***

Towson University offers reduced mandatory university fees and excludes the technology fee for classes taken at satellite locations 25 miles or more from the TU campus. Regular tuition rates apply.

Note: Regular fees are assessed for classes that do not qualify for the satellite location rate reduction.

- Undergraduate classes are assessed \$36 per unit for mandatory university fees, and exclude the technology fee and student gov't assoc fee, for 11 or fewer units taken at satellite locations 25 miles or more from campus.
- Undergraduate classes are assessed a \$430 flat mandatory university fee, and exclude the technology fee and student gov't assoc fee, for 12 or more units taken at satellite locations 25 miles or more from campus.
- Graduate-level classes taken at satellite locations 25 miles or more from campus are assessed \$36 per unit, and exclude the technology fee and student gov't assoc fee.

Satellite Locations Within 25 Miles of Towson University's Campus

The technology fee is excluded for undergraduate and graduate classes held at locations within a 25-mile radius of the TU campus. Regular tuition rates and other fees apply. This reduced rate structure may not apply to some special programs.

Center for Applied Information Technology

Classes offered by the Center for Applied Information Technology (AIT courses) have a different rate structure from university rates.

Applied Information Technology - Master of Science (AIT Courses)	
Tuition AIT Program (Except AIT 500, 501 and 885)	\$1446 per course
Tuition - AIT 500	\$1808 per course
Tuition - AIT 501	\$1567 per course
Tuition - AIT 885	\$ 482 per course
Applied Information Technology - Doctoral Program (AIT Courses)	
Tuition - Doctorate Courses	\$ 600 per unit

- [Center for Applied Information Technology](#)

TU/UB Joint Master's in Accounting and Business Advisory Services

Students in the Towson University and University of Baltimore joint master's degree program in Accounting and Business Advisory Services are assessed tuition and fees based on the University of Baltimore's graduate rates. For classes not part of this joint program, tuition and fees will be assessed according to Towson University's rates. The University of Baltimore graduate rate structure is presented on their Web site.

- [University of Baltimore rate structure](#)

UB/Towson Master of Business Administration (MBA)

Students in the Towson University and University of Baltimore (UB/Towson) Master of Business Administration program are assessed tuition and fees based on the University of Baltimore's graduate rates. This rate structure is presented on the University of Baltimore Web site.

- [University of Baltimore rate structure](#)

NOTE: Notwithstanding any other provision of this or any other Towson University publication, the university reserves the right to make changes in tuition, fees and other charges at any time such changes are deemed necessary by Towson University and the University System of Maryland Board of Regents.

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Bursar Fees

Archived Record Research Fee \$10

Late Collection Fee \$25

Late Fee Payment \$75

Reissue Check Fee \$25
A stop payment check fee is assessed for checks, which the Bursar's Office has to reissue.

Returned Check Fee \$50

Other Fees

Audiology Clinical Off Campus Practicum \$60 – \$300

Career Testing Fee – GENL 121 \$25

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Graduate Student Application –
Graduate Students **ONLY** Non-refundable

Online application	\$45
Mail-in application	\$50

Late Registration Fee – A late registration fee may be assessed for courses added after the change of schedule period.	\$75
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Lab/Class Fee - Beginning in the fall 2009 semester, departmental courses may assess a lab/class fee that will be used to purchase essential supplies and equipment for the course. These fees will be allocated specifically to the department from which they are charged. Supplies and equipment purchased with funds raised from the fees will be identified in classrooms via lab/course fee decals.	\$25 - \$50
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Nursing Educational Testing Fees Nursing major students assessed testing fee of \$60.00 per term for clinical course NURS 351, NURS 355, NURS 453 and NURS 459. If any of these courses are repeated, the testing fee is re-assessed. Non-refundable after the change of schedule period. Please note – RN to BS completion students – are not assessed this fee.	\$ 60 through summer trimester 2009 \$100 starting fall 2009
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Parking Permit (rates subject to change) Freshman resident students are not permitted to park on campus. For questions or additional information, please see Parking Services Web site http://parking.towson.edu	Permits for the spring and summer terms can be arranged by purchasing an annual permit at a pro-rated amount. Minimester permits can be arranged by purchasing a fall permit at a pro-rated amount. Go to the Web site for details.
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Private Music Lessons: <i>per unit plus tuition and fees</i>	\$100 – \$260
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Speech Pathology Clinical Off Campus Practicum	\$60 – \$300
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Student Teaching Fee (*per experience*)

Students must confer with their department chair or with the director of the CPP office in the College of Education to determine the exact fee. These courses are designated PRC, STT and CIN.

\$60 – \$700

Student Classification Fee – one-time fee assessed for all undergraduate programs for students with junior standing (60 or more earned units.)

\$200

Study Abroad Fee

Subject to Change - For additional information, please see Study Abroad Web site <http://towson.edu/studyabroad>

\$300 fall and spring
\$150 for short-term programs

Transcript Fee: *Rush*

\$10

The Bursar's Office
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Bursar's Office

Spring 2010 Refund Dates

(Not applicable for TLN-Online Program - see refund policy below.)

Allow four to six weeks for receipt of a refund check. The following dates apply to *full withdrawal only* with the exception of the official change of schedule period January 25 – February 2, 2010. During the change of schedule period, students are allowed to adjust their schedules with tuition and fees adjusted at 100 percent.

Dates	Refund Percent	Tuition and/or Fees
Through February 02, 2010	100%	Tuition and Fees
February 03 through February 14, 2010	50%	Tuition Only
February 15, 2010 and After	0%	N/A

Refund Dates for 2nd 7-Week Session

Allow four to six weeks for receipt of a refund check. Refund applies to adjustments to unit loads under 12 credits.

Dates	Refund Percent	Tuition and/or Fees
Through March 23, 2010	100%	Tuition and Fees

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March 24 through March 25, 2010	50%	Tuition Only
March 26, 2010 and After	0%	N/A

TLN Online Refund Policy*

Allow four to six weeks for receipt of a refund check.

Dates (all classes start on a Monday)	Refund Percent	Course Tuition (\$550)
Last day to drop a course with no grade posted to academic record: third day after course start date (i.e. Wednesday evening at midnight)	100%	Tuition (\$550)
After the third day of class (i.e. starting at 12:01 a.m. Thursday)	0%	N/A

* This refund policy is only for students who have paid their class in full.

* Payment is due the Wednesday before the class start date or student will be cancelled due to nonpayment.

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. Credit card payments made for term charges are refunded using the following practice. For each term, credit card refunds will be processed after the term Drop/Add period. However, students may ask for a credit card refund prior to this period by contacting the Bursar's Office. If a student requests 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. All questions regarding tuition and fees 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 drop all your classes by the end of the Change of Schedule period in order to receive 100 percent refund of tuition and fees. The Change of Schedule period closes on February 2, 2010. You may withdraw online or submit an Official Withdrawal Form to the Office of the Registrar, Enrollment Services Center, Rm 223. Notification to the instructor does *not* constitute a proper withdrawal.

To withdraw online, click Office of the Registrar, then click on Towson Online Services. Secure Login requires student username and password. Click on Self Service>Student Center>Enroll/Drop. If dropping all classes on the Web, the last course drop date will be your official withdrawal date on your academic record. Or, you may submit an Official Withdrawal Form by clicking Official Withdrawal Form below and the date on which the notice of withdrawal is received will determine the percentage of the

refund.

- [Office of the Registrar](#)
- [Official Withdrawal Form](#)

The timing for effecting refunds shall be as follows:

1. Through the end of the Change of Schedule Period, February 2, 2010, 100 percent of tuition, mandatory university fees, student government association fee, and technology fee shall be refunded to the student.
2. From February 3 through February 14, 2010, 50 percent of *tuition only* shall be refunded the student who fully withdraws from the university.
3. Beginning with February 15, 2010
4. , no refund shall be issued.

The following fees are *non-refundable*:

1. Late Payment
2. Room Deposit Fee
3. Enrollment Contract Fee
4. Application Fee
5. Closed Contract Fee

The following fees are *non-refundable after the official start of classes* for the term as indicated below:

1. Housing Fee
2. Applied Fee (Private Instruction, Student Teaching, Clinical Practicum, etc.)

The following fees are *non-refundable after the official change of schedule period*:

1. Housing Fee
2. Applied Fee (Private Instruction, Student Teaching, Clincial Practicum, etc.)
3. Mandatory University Fees
4. Overload Surcharge Fees
5. Technology Fee
6. Student Government Association Fee
7. Course-based fees
8. Student Classification Fee

The Meal Charge is pro-rated weekly.

Second 7-Week Withdrawal/Refund Policy

All refund percentages are based on the official start of the session. Students are considered full-time for a Unit load of 12 Units or greater, therefore, refunds apply only to Unit load under 12. The timing for effecting refunds shall be as follows:

1. Through the first day of classes after the official start of the session, 100 percent tuition and fees shall be refunded the student.
2. During the second and third days of classes after the official start of the second 7-week session, 50 percent of *tuition only* shall be refunded the student.
3. Beginning the fourth day of classes after the official start of the second 7-week session, no refund is issued.

The following fees are *non-refundable*:

1. Late Payment
2. Room Deposit Fee
3. Enrollment Contract Fee
4. Application Fee
5. Closed Contract Fee

- [Exceptions to Refund Policy](#)

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