

**COPPIN STATE UNIVERSITY  
CHARGE REDUCTION AND REFUND POLICY  
SPRING 2010**

		<u>Tuition</u>	<u>Fees</u>
11/02/2009	02/08/2010	100%	100%
02/09/2010	02/22/2010	50%	0%
02/23/2010	Thereafter	0%	0%

This schedule indicates the **University's Charge Reduction/Refund Policy** for the spring 2010 semester. Please note that the final date to be eligible for a refund or charge reduction differs from the final date to withdraw. **All students are ultimately responsible for his/her charges.** Failure to withdraw/drop by the Reduction/Refund Policy dates will result in being charged for the semester and a grade of "F" being issued). **Students must complete and sign an official drop form at the Office of Records and Registration before the official start date of the semester if they are not planning to attend to avoid being charged the full cost of tuition and fees.**

Charges are adjusted for students who withdraw from the University and students who drop from 11 or fewer credit hours. Neither failure to pay nor placing a stop payment on a check constitutes official withdrawals. Students can withdraw/drop via the on-line self-service by logging into their EagleLINKS account. Charges will be adjusted in accordance with the charge reduction schedule listed above.

Students who register for a full-time schedule and who drop courses such that after the official start date of classes for the term they have a part-time schedule, are not entitled to a charge reduction based on credit hour change.

**As of spring 2002, the University will no longer automatically drop courses. A student is responsible for payment of tuition & fees charges for the course(s) in which he/she is admitted, regardless of whether the student attends the course(s).**

<b>**All charges and changes are reviewed periodically and are subject to revision when required, without notice.</b>
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