

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

		<u>Tuition</u>	<u>Fees</u>
04/07/2010	09/13/2010	100%	100%
09/14/2010	09/27/2010	50%	0%
09/28/2010	Thereafter	0%	0%

The above schedule indicates the **University's Charge Reduction/Refund Policy** for the fall 2010 semester. Please note that the final date to be eligible for a refund or charge reduction differs from the final date to withdraw. **A student is ultimately responsible for his/her charges. A student who decides not to attend classes must drop his/her classes in accordance with the Charge Reduction and Refund Schedule to avoid full tuition and fee charges.** Students can drop/withdraw from classes using the following processes:

- **On-line self-service through EagleLINKS,**
- **Submitting the completed and sign drop form in-person to the Office of Records and Registration at Coppin State University, or**
- **Mailing or faxing a typed and signed letter requesting to be dropped to the Office of Records and Registration, Coppin State University, 2500 West North Avenue, Baltimore, MD 21216 or Fax: (410) 951-3701**

All faxed or mailed documents must be received in the Office of Records and Registration by the appropriate deadline.

Charges are adjusted for a student who withdraws from the University and for a student who drops from 11 or fewer credit hours in accordance with the charge reduction schedule listed above. Neither failure to pay nor placing a stop payment on a check constitutes official withdrawal.

If a student changes his/her full-time schedule to a part-time schedule after the official start date of the semester, he/she is not entitled to a charge reduction based on credit hour changes.

The University will not 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).

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