

**COPPIN STATE UNIVERSITY
CHARGE REDUCTION AND REFUND POLICY
SPRING 2011**

		<u>Tuition</u>	<u>Fees</u>
11/03/2010	02/07/2011	100%	100%
02/08/2011	02/21/2011	50%	0%
02/22/2011	Thereafter	0%	0%

The above schedule indicates the **University's Charge Reduction/Refund Policy** for the spring 2011 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).

The student is responsible for securing funds for payment of tuition and fee charges whether it is financial aid, scholarships, bank or federal loans, cash, etc. prior to registering for classes.

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

****The first day of classes for spring 2011 is Monday, January 24, 2011.**