

**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%

The above 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. **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,
- submission of an official drop or withdrawal form to the Office of Records & Registration or
- submission of a written and signed request to the Office of Records & Registration.

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).**

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