WINTER 2013 CHARGE REDUCTION AND REFUND POLICY

The following schedule indicates the **University's Charge Reduction/Refund Policy** for the winter 2013 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.

Dates			Tuition	Fees
November 6, 2012	thru	January 3, 2013	100%	100%
January 4, 2013	thru	January 7, 2013	50%	0%
January 8, 2013	and	thereafter	0%	0%

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.

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.**

****The first day of classes for the winter term is Wednesday, January 2, 2013.**