



**CHARGE REDUCTION AND REFUND POLICY
FALL 2017**

| | | <u>Tuition</u> | <u>Fees</u> |
|------------|------------|----------------|-------------|
| 04/03/2017 | 09/11/2017 | 100% | 100% |
| 09/12/2017 | 09/25/2017 | 50% | 0% |
| 09/26/2017 | Thereafter | 0% | 0% |

****The Charge Reduction and Refund Schedule above will affect the following:**

- A full time Undergraduate student who totally withdraws from the University
- An Undergraduate student who drops from 11 or fewer credit hours
- A Graduate or Doctorate students who adjust his or her credit hour load

PLEASE NOTE:

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 above schedule indicates the **University's Charge Reduction/Refund Policy** for the fall 2017 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 signed 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.

Neither failure to pay nor placing a stop payment on a check constitutes official withdrawal.

**** THE OFFICIAL START DATE OF CLASSES FOR FALL 2017 IS MONDAY, AUGUST 28TH**

The University MAY drop/cancel classes based on nonpayment. However, a student is responsible for payment of tuition & fees charges for the course(s) in which they enroll, regardless of whether he/she attends the course(s).

Students are responsible for securing funds for payment of tuition and fee charges for the semester prior to registering for classes (i.e., financial aid, scholarships, bank or federal loans, cash payments & payment plans)

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