

WINTER 2023 CHARGE REDUCTION AND REFUND POLICY

The following schedule indicates the **University's Charge Reduction/Refund Policy** for the winter 2023 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.

The following represents the reduction % based on dates a course(s) is dropped.

DATES			TUITION	FEES
November 1, 2022	thru	January 4, 2023	100%	100%
January 5, 2023	thru	January 8, 2023	50%	0%
January 9, 2023	and	thereafter	0%	0%

Students are responsible for securing funds for payment of tuition and fee charged for any semester (i.e., financial aid, scholarships, bank or federal loans, cash, etc.) prior to registering for classes.

The University may or may not automatically drop courses. A student is responsible for payment of tuition & fees charged 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 Tuesday, January 3, 2023. Please forward payment in full by Monday, December 19, 2022 to secure your winter course(s). Failure to pay your winter tuition and fees in full by this "pay by" date MAY result in the cancellation of your classes.**