

## Step 4- Pay for Classes (continued)

### Tuition Calculation Worksheet

No. of Credits	In-County*	Combined Fee*	In-State*	Combined Fee*	Out-of-State*	Combined Fee*	Other Fees*	TOTAL
1	94.00	18.80	164.00	32.80	209.00	41.80		
2	188.00	37.60	328.00	65.60	418.00	83.60		
3	282.00	56.40	492.00	98.40	627.00	125.40		
4	376.00	75.20	656.00	131.20	836.00	167.20		
5	470.00	94.00	820.00	164.00	1,045.00	209.00		
6	564.00	112.80	984.00	196.80	1,254.00	250.80		
7	658.00	131.60	1,148.00	229.60	1,463.00	292.60		
8	752.00	150.40	1,312.00	262.40	1,672.00	334.40		
9	846.00	169.20	1,476.00	295.20	1,881.00	376.20		
10	940.00	188.00	1,640.00	328.00	2,090.00	418.00		
11	1,034.00	206.80	1,804.00	360.80	2,299.00	459.80		
12	1,128.00	225.60	1,968.00	393.60	2,508.00	501.60		
13	1,222.00	244.40	2,132.00	426.40	2,717.00	543.40		
14	1,316.00	263.20	2,296.00	459.20	2,926.00	585.20		
15	1,410.00	282.00	2,460.00	492.00	3,135.00	627.00		
16	1,504.00	300.80	2,624.00	524.80	3,344.00	668.80		
17	1,598.00	319.60	2,788.00	557.60	3,553.00	710.60		
18	1,692.00	338.40	2,952.00	590.40	3,762.00	752.40		
19	1,786.00	357.20	3,116.00	623.20	3,971.00	794.20		
20	1,880.00	376.00	3,280.00	656.00	4,180.00	836.00		
21	1,974.00	394.80	3,444.00	688.80	4,389.00	877.80		

#### Please Note:

The Combined Fee (20% of tuition) is required of all students. In-county residency status: those students residing in Charles, Calvert, or St. Mary's County.

#### Other Fees (if applicable):

Course fee: Check course description for specific amount.

Telecourse/Web course fee: The fee for each of these course options is \$20.00 per credit.



**Tuition payments should be mailed to:**

BURSAR'S OFFICE  
CSM  
PO BOX 2928  
LA PLATA, MD 20646-2928

\*Tuition and fees are subject to change without prior notification.

### Refund Policy:

#### Policy:

Students officially withdrawing from a credit or continuing education course during the published period are eligible for a refund. Students withdrawing after the normal refund period will not receive a refund. In extreme circumstances, when the student is forced to withdraw after the normal refund period, the college will consider granting a partial refund of tuition and fees. To be eligible for consideration, the student must meet the criteria described in the Involuntary Withdrawal Policy and must submit a written request and any and all documentation to the Registrar's Office.

#### Procedure:

A student officially withdrawing by the last college business day prior to the start

of a class is eligible for a 100 percent refund of tuition and applicable fees (see the schedule to determine those fees which are refundable).

For courses which last 14 weeks or longer:

- 100% refund prior to the first day of class
- 100% refund during the first week (the 7-calendar-day period following the first day of class)
- 50% refund during the second week (the next 7-calendar-day period)
- 0% refund after the second week

For courses which last 6 to 13 weeks:

- 100% refund prior to the first day of class
- 100% refund during the first two days following the start of class (does not include the first day of class)

- 75% refund during the remainder of the first week (the next 5-calendar-day period)
- 50% refund during the second week (the next 7-calendar-day period)
- 0% refund after the second week

For courses which last 15 days to 5 weeks:

- 100% refund prior to the first day of class
- 100% refund during the first two days following the start of class (does not include the first day of class)
- 0% refund after the first two days

For courses which last 14 days or fewer:

- 100% refund prior to the first day of class
- 0% refund on the first day of class or later