

# Registration, Tuition and Billing Information

## Registration, Tuition and Billing Information

### Registration: Fall, Spring, Summer and Winter

New students are notified concerning registration by the Admissions Office.

Continuing students receive advanced registration privileges. This advanced registration begins in April for the summer and fall terms and mid-November for the spring and winter terms. The scheduling of the date for each continuing student to register is based upon credit hours earned, with those closest to graduation receiving the highest priority.

Continuing students may register online through WebAdvisor between 8 a.m. and 9 p.m. starting in the first day of priority registration up to the day before a class begins. Refer to the Enrollment Services link at <http://inside.fdu.edu> for further details.

All accounts are carried in the name of the student. Financially delinquent students will not be allowed to register for courses, and academic records will be withheld until all financial obligations to the University have been satisfied.

### Tuition and Fees

All fees, tuition and charges are subject to change at any time at the discretion of the University's Board of Trustees. These fees are 2016–2017 fees. New tuition and fee charges for 2017–2018 will be announced in the spring of 2017. Please check with the Office of Enrollment Services for current charges.

#### Full-time Students

Application fee.....\$40.00

All students applying to the University for the first time and all students re-applying after a lapse of one or more semesters will be charged the application fee, which will not be refunded or credited to tuition.

#### Tuition

- Full-time Undergraduate Students, Metropolitan Campus\* .....\$36,976.00
- Full-time Undergraduate Students, Florham Campus\* .....\$39,222.00

- Continuing Undergraduate Students per credit (Full-time only; for programs not billed at the flat rate) .....1,185.00
- Graduate Students master's rates based on Academic Program
  - Maxwell Becton College of Arts and Sciences* — all programs per credit .....\$1,198.00
  - Silberman College of Business* — all programs per credit .....1,256.00
  - Anthony J. Petrocelli College of Continuing Studies* — all programs per credit .....1,198.00
  - University College: Arts • Sciences • Professional Studies*
    - Computer Sciences and Engineering per credit.....1,256.00
    - Education per credit .....1,198.00
    - History, Political Science and International Affairs per credit.....1,198.00
    - Natural Sciences per credit.....1,198.00
    - Nursing and Allied Health per credit.....1,256.00
    - Psychology per credit.....1,198.00
    - Systems Science per credit.....1,256.00

#### Doctoral Programs

- Clinical Psychology per credit.....1,310.00
- School Psychology per credit.....1,310.00
- Nursing per credit.....1,310.00

#### Residence halls\*

- Rutherford Hall and Park Avenue Residence Hall, Florham Campus
  - Single Occupancy .....16,066.00
  - Double Occupancy .....10,812.00
  - Triple Occupancy.....9,026.00
- Twombly Halls, Florham Campus
  - Single Occupancy .....12,546.00
  - Double Occupancy .....8,466.00
  - Triple Occupancy.....7,090.00

- Village 1–8, Florham Campus
  - Single Occupancy .....12,546.00
  - Double Occupancy .....8,466.00
  - Triple and Four-Person Suite.....7,090.00
  - Conversion Suite.....8,466.00
- Village 9 Danforth, Florham Campus\*
  - Single Occupancy .....15,060.00
  - Double Occupancy .....10,480.00
- Northpointe, Metropolitan Campus
  - Single Occupancy .....\$15,226.00
  - Double Occupancy .....10,202.00
  - Triple Occupancy.....8,526.00
- University Court, Metropolitan Campus with Kitchenettes\*\*
  - Single Occupancy .....13,520.00
  - Double Occupancy .....9,070.00
  - Triple Occupancy.....7,582.00
  - Double: Honors and Global Scholars — Year-round Housing .....9,526.00
- University Court, without Kitchenette
  - Single Occupancy .....12,804.00
  - Double Occupancy .....8,586.00
  - Triple Occupancy.....7,186.00
- Linden Halls and International House
  - Single Occupancy .....13,494.00
  - Double Occupancy .....8,424.00
  - Triple Occupancy.....7,050.00
  - Linden Six — Year-round Housing\*\* .....9,574.00
  - Linden — Year-round Housing Single .....15,354.00

#### Food service for the academic year:

- A) Unlimited meals + \$100.00 flex plan.....4,374.00
- B) Unlimited meals + \$200 flex plan .....4,574.00
- C) Unlimited meals + \$200 flex plan + \$100 Fairleigh1 Card .....4,774.00

\*Full-time students are charged a flat-fee tuition in the spring and fall semesters. Students are permitted to register for 12 to 18 credits per semester.

\*Fee inclusive of fall and spring semesters. Excluded are vacation, summer session, intersession and special contractual arrangements. Off-peak rates per week are: for residence halls, \$315.00, and for food service, where available, \$150.00.

\*Year-round, 12 months.

\*\*Residents in these rooms are required to take D meal plan.

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— D) 8 meals + \$200.00 flex plan*	3,340.00
Technology fee	870.00
Wellness fee	140.00
Returned check charge (NSF, no sufficient funds)	25.00
Transcript fee per copy	4.00
New student fee (includes orientation fee) nonrefundable (international students, new freshmen and transfers)	795.00
Graduation fee (associate and bachelor degrees)	230.00
Health and major medical insurance per year**	
— International students	1,460.00
— U.S. citizens	1,460.00
Experiential learning credits	
— CLEP per 6-credit posting	250.00
— Peace Corps per 6-credit posting	250.00
— VISTA per 6-credit posting	250.00
— Special Challenge Examinations, Experiential Learning and other University-evaluated credit per 6-credit posting	250.00
Auditing fee	
— Regular (per course)***	1,185.00

## Part-time Students

Application Fee	40.00
All students applying to the University for the first time and all students reapplying after a lapse of one or more semesters will be charged the application fee, which will not be refunded or credited to tuition.	
Tuition for undergraduate courses per credit	977.00
Per-credit rate for full-time students not subject to flat-rate tuition	1,185.00
— Graduate Students master's rates based on Academic Program Maxwell Becton College of Arts and Sciences — all programs per credit	1,198.00
— Silberman College of Business — all programs per credit	1,256.00

\*Available only to graduate students and students with full kitchens or an approved meal plan request. However, these students may take plan A.

\*\*U.S. citizens can be waived with documentation of alternative coverage. International students arriving before the fall semester for orientation will be charged \$412.00 for summer 2016. \*Add \$10.00 registration fee per semester and any required course fees.

\*\*\*Add \$10.00 registration fee per semester and any required course fees.

Anthony J. Petrocelli College of Continuing Studies — all programs per credit	1,198.00
University College: Arts • Sciences • Professional Studies	
Computer Sciences and Engineering per credit	1,256.00
Education per credit	1,198.00
History, Political Science and International Affairs per credit	1,198.00
Natural Sciences per credit	1,198.00
Nursing and Allied Health per credit	1,256.00
Psychology per credit	1,198.00
Systems Science per credit	1,256.00
Doctoral Programs	
Clinical Psychology per credit	1,310.00
School Psychology per credit	1,310.00
Transcript fee per copy	4.00
Returned check charge (NSF, no sufficient funds)	25.00
Graduation fee (associate and bachelor degrees)	230.00
Technology fee	406.00
Energy fee (per credit)	4.00
Experiential learning credits	
— CLEP per 6-credit posting	250.00
— Peace Corps per 6-credit posting	250.00
— VISTA per 6-credit posting	250.00
— Special Challenge Examinations, Experiential Learning and other University-evaluated credit per 6-credit posting	250.00
Auditing fee	
— Regular (per course)*	977.00
— Senior citizens, Metropolitan Campus (per course)	250.00
— Florham Institute for Lifelong Learning, Florham Campus (per course)*	250.00
— Retired Persons Institute, Florham Campus**	250.00
Alumni plan (per course)*	562.00
All part-time undergraduate students in residence shall be assessed all fees that are	

\*Add \$10.00 registration fee per semester and any required course fees.

\*\*For one or more courses offered by Retired Persons Institute (RPI) classes. Fee waived if senior citizen fee of \$250.00 is paid for any regular University course.

assessed to other residential students in lieu of fees assessed on a nonresidential basis.

## Other Expenses

Estimated cost for each academic year for books, supplies and equipment varies from \$500.00 to \$800.00, depending upon the curriculum.

Medical technology students pay a fee of \$1,012.00\* for the 32 college credits earned in the 12-month hospital practice period. The fee, which covers supervision of the program, is payable in the fall semester of the senior year.

Nursing students purchase uniforms, accessories and equipment amounting to approximately \$400.00.

## Tuition Reimbursed from Employers

Many corporations and business concerns provide tuition assistance to qualified employees. Students who are employed full time should inquire through their personnel department about their company's tuition aid program.

## Corporate Reimbursement Deferred Payment Plan

Students who receive corporate reimbursement may be eligible to defer their tuition payment until 45 days after the completion of the course. There is a 4 percent service charge for this accommodation.

## Credit Card Payments

The University has contracted with a third-party processor to provide this service, TouchNet. Students have the option to pay online.

Access information is available on the enrollment services website at <http://inside.fdu.edu>, or students may go directly to their WebAdvisor account.

The processor will charge a nonrefundable 2.75 percent convenience fee to the credit card user based on the amount of the payment for MasterCard, Visa, American Express and Discover. The convenience fee is for the use of the service and retained in full by the vendor not the University.

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Students may also pay by ACH (electronic check) with no fee assessed. Students may access their account balance using the University's WebAdvisor system or if students need assistance with determining their student account balance, they may contact the Office of Enrollment Services by calling:

- 201-692-2213 for the Metropolitan Campus or
- 973-443-8600 for the Florham Campus.

Students must also have their FDU student ID numbers (seven digits) to access the system.

## Terms of Payment: Fall, Spring, Summer, Winter

The payment deadlines are established as August 15 for the fall semester and January 15 for the spring semester. By these dates, students must have paid their tuition, room and board and fee charges in full or have been enrolled into an approved payment plan. All students are expected to pay 100 percent summer and winter sessions charges at the time of registration. Payments may be made using American Express, Discover, Visa or MasterCard (see Credit Card Payments on page 24) or check made payable to Fairleigh Dickinson University and mailed to the Office of Enrollment Services on the student's home campus.

## Withdrawals/Refunds

Any alteration of a student's schedule must be made in writing, with the student's signature, to the Office of Enrollment Services. Forms to delete a course(s) or withdraw completely from the University are available in the campus Office of Enrollment Services. Only those alterations with an effective date prior to the first day of the semester will be accorded a 100 percent refund of tuition or cancellation of 100 percent of the tuition due to the University.

### Refund Schedule: Fall and Spring Semesters, 10-16 Weeks

- Prior to first day of semester\*  
*100% cancellation of tuition and course-associated fees.*
- During first week of semester\*  
*90% credit for tuition charges only.*
- During second week of semester\*  
*80% credit for tuition charges only.*
- During third week of semester\*  
*60% credit for tuition charges only.*
- During fourth week of semester\*  
*40% credit for tuition charges only.*  
*Grade of W recorded for course dropped.*
- During fifth week of semester\*  
*20% credit for tuition charges only.*  
*Grade of W recorded for course dropped.*
- After fifth week of semester\*  
NO REFUND OF TUITION AND FEES. Withdrawal grade based on University policy, recorded for deleted courses.
- During final two weeks of semester  
WITHDRAWALS FOR THE TERM ARE NO LONGER ACCEPTED.

### Refund Schedule for Modular Courses Three-, Four- and Five-week Modules

- Withdrawal prior to first day of class\* .....100%
- Withdrawal during first week of class\* .....50%
- Withdrawal thereafter\*  
NO REFUND DUE STUDENT.

### Six-, Seven-, Eight- and Nine-week Modules

- Withdrawal prior to first day of class\* .....100%
- Withdrawal during first week of class\* .....75%
- Withdrawal during second week of class\* .....50%
- Withdrawal thereafter\*  
NO REFUND DUE STUDENT.

### Refund Schedule: Summer Six-, 10- and 12-week Sessions

- Prior to first day of session\*  
*100% cancellation of tuition and course-associated fees.*
- During first week of session\*  
*75% credit of tuition only.*
- During second week of session\*  
*50% credit of tuition only.*
- After second week of session\*  
NO REFUND DUE STUDENT.

### Refund Schedule: Summer/Winter Three-week Sessions

- Prior to and during the first and second days of session\*  
*100% cancellation of tuition and course-associated fees.*
- After the second day of session\*  
NO REFUND DUE STUDENT.  
The summer/winter refund schedules do not apply to special or weekend programs. Refund schedules for these programs are available at the Office of Enrollment Services.

## Late Payment Charges

A late payment charge will be collected at the time any payment (full or partial) is applied to an outstanding balance according to the following schedule. Late payment charge is indicated in italics under the length of time indicated.

### Payment Made in Period

#### Fall Semester

- August 18–October 5  
*2% of payment*
- October 6–November 2  
*4% of payment*
- November 3–November 30  
*6% of payment*
- December 1–January 3  
*8% of payment*
- January 4–January 31  
*10% of payment*
- February 1 and thereafter  
*12% of payment*

\*Actual dates for fall and spring semesters are available upon request and posted in the enrollment services areas of each campus.

\*Actual dates for modular courses and summer and winter sessions are available upon request and posted in the enrollment services areas of each campus.

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## Spring Semester

January 18–February 28

2% of payment

March 1–31

4% of payment

April 1–30

6% of payment

May 1–31

8% of payment

June 1–30

10% of payment

July 1 and thereafter

12% of payment

## Summer Sessions

Summer payments are due at the time of registration. If payment is received after the end of the Summer Standard term, a 6% late fee will be applied to the payment made.

*However, if the student stops attending the University and the account is taken over by the collections department, a 12% penalty will be assessed to the unpaid balance.*

## Winter Session

Week 1–Week 3 of Session

*Students who pay their winter session charge after the third week of the term will be assessed a 6% late fee in the payment made.*

*However, if the student stops attending the University and the account is taken over by the collections department, a 12% penalty will be assessed to the unpaid balance.*

## Residence

The New Jersey campuses are the sites of traditional residence halls, as well as residence halls of contemporary architecture, featuring rooms grouped in suite arrangements with lounges and baths included.

The Student Union Building at the Metropolitan Campus and Student Center at the Florham Campus offer dining facilities that are open seven days a week. Dining is available via cash on your FDU student ID card.

The campuses are in residential communities located within commuting distance of New York City, thus making the cultural and urban advantages of Manhattan accessible.

## Residence Hall Payments

The residence hall deposit of \$200.00\* (nonrefundable) is deducted from residence hall charges that are payable once a year, prior to the beginning of the fall semester. No reduction is made for room or board during absences. In the case of withdrawals, residence refunds are made on a prorated basis, but there will be no refund after the fifth week of a semester. A damage deposit in escrow (for first-time residence hall students) of \$150.00\* is required and must be maintained. Upon leaving the residence halls, the student is refunded the deposit less any residence hall charges incurred during the final semester.

## Tuition and Fees — Wroxton College

During the academic year 2016–2017, an overall Wroxton College charge for full-time students is for 12–18 credits per semester and is equal to the full-time tuition charge at the students' home campus. It covers tuition, room and board, fees, meals, textbooks, trips, theater tickets and admissions to historic sites, museums, etc. Part-time undergraduate four-week summer sessions cost \$977.00\* tuition per credit hour plus \$2,404.00\* for room, board and fees. The required \$40.00\* application fee (waived for Fairleigh Dickinson University students) is not included.

## Collection Fee

By registering for a course or courses, the student has entered into a contractual agreement with Fairleigh Dickinson University and has a financial obligation to pay the expenses incurred. In the event the student fails to honor his/her financial obligation, the student will also be responsible to pay all collection costs associated with the University's attempt to collect the past-due balance; collection costs can include a third-party collection fee of 30 percent of a past-due balance. The University reserves the right to report unpaid account information to any credit bureau.

*\*This fee is a 2016–2017 fee. New tuition and fee charges for 2017–2018 will be announced in the spring of 2017. Please check with the Office of Enrollment Services for current charges.*

## Employee Tuition Grant Program

Employees or dependents of employees must apply for an Employee Tuition Grant (ETG) through the Office of University Human Resources prior to being registered. Upon approval, a voucher will be issued to the registrant to be presented along with the registration form at the Office of Enrollment Services/Registration. Employees are responsible for fees. The tuition credit will be applied to the employee's or dependent's account 3–4 weeks into the term by the Financial Aid Office. All full-time undergraduate dependents of FDU employees registering as full-time undergraduate students for their first term of enrollment in fall 2011 must file a Free Application for Federal Student Aid (FAFSA) each year.

## Graduate Tuition and Fees

Undergraduate students matriculated into a baccalaureate degree program who receive approval to take a graduate course to satisfy an undergraduate degree requirement pay undergraduate tuition for that course. Students matriculated into accelerated programs that lead to a baccalaureate and a master's or first professional degree, non-matriculated students, special students and matriculated undergraduate students taking courses in excess of degree requirements pay graduate tuition for graduate courses. Further information dealing with graduate tuition, fees and other charges are set forth in the University's *Graduate Studies Bulletin*.