THE LEADER IN GLOBAL EDUCATION

FAIRLEIGH DICKINSON UNIVERSITY

REGISTRATION FORM

YEAR: 2_____

☐ Graduate
☐ Undergraduate

SEMESTER: *(Please indicate)* ☐ Spring ☐ Summer ☐ Fall ☐ Wintersession

To complete this form, go to **fdu.edu/coursefinder** to locate course schedule (note restrictions and/or prerequisites). Please type or print, sign and date. Submit with application or fax to 201-692-7305. FDU reserves the right to cancel a class if enrollment is insufficient.

Student I.D. Number ____ ____ ____ ____ ____ ____ ____ Last Name _____ First Name _____ Middle Initial _____

Home Address: Street _____ City _____ State _____ Zip _____

Academic Program _____ Email Address _____ Home Phone _____ Business/Cell Phone _____

SUBJECT & CAT. NO	SECT	COURSE TITLE	DAYS & TIME	CR	ALTERNATE SECTION/COMMENTS
			TOTAL CREDITS		

REGISTRATION CONTRACT: I understand that enacting a registration creates a **legal contract** with the University that results in the holding of all classes. This registration generates an indebtedness to the University that can be reduced or cancelled upon the receipt of a signed statement from the student within the time frame outlined in the **cancellation clause** (see below). Registering for coursework certifies that you are fully aware of and accept the terms of this contract as stated. Payments received after the last day of the term will be assessed a 12% late fee.

ATTENTION: THE STUDENT IS ULTIMATELY RESPONSIBLE FOR ENROLLING IN THE APPROPRIATE COURSE AND SECTION.

E.S. USE ONLY		
Clerk	Date	CR

Student's Signature _____ Advisor's Signature _____ Additional Signature (if required) _____ Date _____

REFUND/CANCELLATION OF TUITION AND FEES

FALL & SPRING SEMESTERS		NINE WEEK SESSIONS		SIX WEEK SESSIONS		THREE WEEK SESSIONS	
EFFECTIVE DATE	CANCELLATION OR REFUND	EFFECTIVE DATE	CANCELLATION OR REFUND	EFFECTIVE DATE	CANCELLATION OR REFUND	EFFECTIVE DATE	CANCELLATION OR REFUND
Prior to 1st day of semester	100% cancellation of tuition and course fees	Prior to 1st day of semester	100% cancellation of tuition and course fees	Prior to 1st day of semester	100% cancellation of tuition and course fees	Prior to and during the 1st and 2nd days of session	100% cancellation of tuition and course fees
During 1st week of semester	90% cancellation of tuition charges only	During 1st week of semester	70% cancellation of tuition charges only	During 1st week of semester	75% cancellation of tuition charges only	During the 3rd day of session to end of session	NO CANCELLATION OF TUITION OR FEES
During 2nd week of semester	80% cancellation of tuition charges only	During 2nd week of semester	50% cancellation of tuition charges only	During 2nd week of semester	50% cancellation of tuition charges only		
During 3rd week of semester	60% cancellation of tuition charges only	During 3rd week of semester	30% cancellation of tuition charges only	During 3rd week of semester	NO CANCELLATION OF TUITION OR FEES		
During 4th week of semester	40% cancellation of tuition charges only	During 4th week of semester	NO CANCELLATION OF TUITION OR FEES				
During 5th week of semester	20% cancellation of tuition charges only						
After 5th week of semester	NO CANCELLATION OF TUITION OR FEES						

PAYMENT DEADLINE: Please adhere to payment deadlines and policies established by the University for each semester. Failure to comply will result in late charges.

CANCELLATION CLAUSE: The Effective Date of any alterations of a student's schedule will be the official date of receipt. Only those alterations with an Effective Date prior to the first day of classes will be accorded a 100% cancellation of charges.

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 due balance; collections costs can include a third party collection fee of 30% of the past due balance. The University reserves the right to report unpaid account information to any credit bureau.

LATE PAYMENT CHARGES: A late payment charge will be collected at the time any payment (full or partial) is applied to an outstanding balance. Late payment charge will begin at a rate of 2%. Payments after the last day of term will be assessed a 12% late fee.

CORPORATE VOUCHER: All third party corporate vouchers must be submitted at the time of registration.