CHANGE OF SCHEDULE FORM

FAIRLEIGH DICKINSON UNIVERSITY

GRADUATE ☐ UNDERGRADUATE ☐

TERM: (Please Indicate) SPRING TERM ☐ FALL TERM ☐ SUMMER ☐ WINTER ☐ YEAR 20_____

STUDENT I.D. NUMBER | LAST NAME | FIRST NAME | MI

HOME ADDRESS | STREET | CITY | STATE | ZIP

ACADEMIC PROGRAM | E-MAIL ADDRESS | HOME PHONE NO | BUSINESS/CELL PHONE NO.

COURSE(S) TO BE DROPPED				COURSE(S) TO BE ADDED				
SUBJ & CAT NO	SECT	CR		SUBJ & CAT NO	SECT	COURSE TITLE	DAYS & TIME	CR
							TOTAL CREDITS	

By registering for a course, courses or a program, you have entered into a contractual agreement with Fairleigh Dickinson University and you have an obligation to pay tuition, course associated fees, registration and other fees as well as any of costs and expenses listed below that you may incur. Academic withdrawal or inability to secure an expected loan does not cancel this contract.

ATTENTION: THE STUDENT IS ULTIMATELY RESPONSIBLE FOR ENROLLING IN THE APPROPRIATE COURSE AND SECTION. DROPPING BELOW 12 CR (UNDERGRAD) OR 4.5 CR (GRAD) DURING THE REGULAR TERMS WILL JEOPARDIZE FINANCIAL AID AND ATHLETIC ELIGIBILITY.

E.S. USE ONLY
CLERK DATE CR

STUDENT'S SIGNATURE | ADVISOR'S SIGNATURE | ADDITIONAL SIGNATURE (if required) | DATE

SEE REVERSE SIDE FOR CANCELLATION/REFUND POLICIES

ENROLLMENT SERVICES

Rev. 2019-03

FAIRLEIGH DICKINSON UNIVERSITY
Tuition & Fees Credit Policy

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

Upon valid Cancellation or Withdrawal, you may be entitled to a tuition credit. Application and registration fees are non-refundable. If the tuition credit results in an overpayment, the University will issue you a refund.

FALL & SPRING 15-WEEK TERMS		6, 7, 8, 9 & 10-WEEK MODULES		3, 4 & 5-WEEK MODULES		3-WEEK WINTER TERM	
WITHDRAWAL EFFECTIVE DATE	CREDIT AMOUNT	WITHDRAWAL EFFECTIVE DATE	CREDIT AMOUNT	WITHDRAWAL EFFECTIVE DATE	CREDIT AMOUNT	WITHDRAWAL EFFECTIVE DATE	CREDIT AMOUNT
Prior to 1st day of term	100% of tuition and course associated fees	Prior to 1st day of term	100% of tuition and course associated fees	Prior to 1st day of term	100% of tuition and course associated fees	Prior to or during 2nd day of term	100% of tuition and course associated fees
During 1st week of term	90% of tuition	During 1st week	75% of tuition	During 1st week of term	50% of tuition	After 2nd day of term	NONE
During 2nd week of term	80% of tuition	During 2nd week	50% of tuition	After 1st week of term	NONE		
During 3rd week of term	60% of tuition	After 2nd week	NONE				
During 4th week of term	40% of tuition						
During 5th week of term	20% of tuition						
After 5th week of term	NONE						

Cancellation: Fall, Spring, Summer, Winter, and Module Terms: Forms to drop a course(s), or withdraw completely from the University, are available in each campus' Office of Enrollment Services. The effective date of any notification of course deletion or withdrawal will be the date of receipt by the Office of Enrollment Services.

Collection Fee: In the event you fail to honor your financial obligations under this contract, you will also be responsible to pay all collection costs associated with the University's attempt to collect the past 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. It is understood that in the event you fail to honor your obligations under this contract, in addition to its other remedies, the University shall have the right to restrict future class registration, withhold transcripts, diplomas and any Certificate of Completion.

Late Payment Charges: A late payment charge will be assessed, during the term for enrolled students, starting at a rate of 2%. Such charge will be assessed at the time any payment (full or partial) is made, against the payment made, and shall be added to the then outstanding balance. A 12% late fee will be assessed on any unpaid balance at the end of the term.

Corporate Voucher: All third party corporate vouchers must be submitted at the time of registration.