

Fairleigh Dickinson University

APPLICATION FOR VISITING HIGH SCHOOL STUDENTS (Juniors and Seniors Only)

High School JUNIORS and SENIORS, who have a **minimum** 3.0 overall grade point average, can request to take college courses for credit or non-credit (audit) at Fairleigh Dickinson University. Tuition and fees apply.

Please complete the application and accompanying Registration Form* and submit with a \$40 nonrefundable application fee (payable to Fairleigh Dickinson University).

The application must include: 1) ALL required signatures and dates; 2) A LETTER OF RECOMMENDATION, preferably on high school letterhead; and 3) An unofficial copy of your current transcript which will allow the University to verify your GPA along with prerequisites, if applicable.

*To locate course schedules, go to fdu.edu/coursefinder. FDU reserves the right to cancel a scheduled class if enrollment is insufficient.

Please type or print.

I. GENERAL INFORMATION

Last Name _____ First _____ Middle Initial _____

Permanent Address _____

City _____ State _____ Zip _____

Home Phone (_____) _____ School/Business Phone (_____) _____

Cell Phone (_____) _____ Email _____

Social Security No. _____ (Optional; last 4 digits only) Date of Birth _____
Month Day Year

Gender: Male Female

A. Ethnicity (Optional; for statistical purposes only)

Are you Hispanic/Latino? Yes No

Regardless of your answer to the prior question, please indicate how you identify yourself. (Check one or more.)

American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

B. My preferred campus is:

Metropolitan Campus (Teaneck, NJ) Florham Campus (Madison, NJ) Online

C. I plan to enter FDU: Fall 20____ Spring 20____ Summer 20____

Have you ever attended Fairleigh Dickinson University? Yes No

If yes, please indicate campus and dates of attendance: _____
Campus From/To

II. OTHER INFORMATION

Have you ever been convicted of a felony? Yes (Please explain using a separate sheet of paper.) No

Have you ever been suspended, expelled or required to withdraw from any secondary or post-secondary institution?

Yes (Please explain using a separate sheet of paper.) No

III. SCHOOL APPROVAL

Signature of Guidance Officer/Principal

Title

IV. AUTOMATIC TRANSCRIPT REQUEST

Fairleigh Dickinson University will provide one (1) transcript, without charge. To request additional transcripts, go to getmytranscripts.org. Additional fees apply.

Name of High School _____

Address _____

City _____ State _____ Zip _____

READ CAREFULLY AND SIGN

I certify that the information on this application is complete and correct and I authorize the University to verify the information provided. I agree to notify the Admissions Office of any changes in the information provided. The University reserves the right to deny admission and matriculation to any applicant who, in the judgment of the University, is not qualified, may not benefit from the University's educational programs or whose presence or conduct may impact negatively on its program(s). Students applying for admission to the University agree to abide by all the rules and regulations now or hereafter promulgated by the University. Any student failing to comply with such rules and regulations is subject to their application being rejected, offer of acceptance being rescinded, enrollment being cancelled or other appropriate disciplinary actions. Submission of false information, in this application or otherwise, is deemed a violation of University rules and regulations. The signing of this application constitutes an agreement on the part of the student that they understand, agree to be bound by, the foregoing.

Signature of Student

Date

Signature of Parent Guardian (If Guardian, please include type of guardianship below)

Date

Type of Guardianship

SEND COMPLETED APPLICATION AND REGISTRATION FORM TO:

METROPOLITAN CAMPUS

Undergraduate Adult & Part-time Admissions

1000 River Road, H-DH3-10, Teaneck, NJ 07666

Phone: 201-692-2551

Fax: 201-692-7305



REGISTRATION FORM

Graduate **SEMESTER:** Spring Summer
 Undergraduate (Please indicate) Fall Wintersession

YEAR: 20 _____

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.