

REGISTRATION FORM

 for use by
Online Undergraduate Students

Office of

Online UG

Programs

 **SEMESTER:** [ ]  SPRING [ ]  SUMMER I

[ ]  **UNDERGRADUATE** (Please indicate) [ ]  FALL [ ]  SUMMER II **YEAR** 20

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

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 **HOME ADDRESS STREET CITY STATE ZIP**

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

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| **SUBJ & CAT NO** | **SECT** | **COURSE TITLE** | **DAYS & TIME** | **CR** | **ALTERNATE SECTION/ COMMENTS** |
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| **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 page 2). 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. DROPPING BELOW 12 CR (UNDERGRAD) OR 4.5 CR (GRAD) DURING THE REGULAR SEMESTERS WILL JEOPARDIZE FINANCIAL AID AND ATHLETIC ELIGIBILITY.

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| E.S. USE ONLY |
| CLERK DATE CR |

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STUDENT SIGNATURE ADVISOR’S SIGNATURE ADDITIONAL SIGNATURE (if required) DATE

**SEE PAGE 2 FOR CANCELLATION / REFUND POLICIES ENROLLMENT SERVICES**

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**Payment Information**

Once registration is completed you will receive a confirmation of registration via email. You can view your bill via WebAdvisor.

Please indicate intended method of payment:

[ ]  **Third Party Billing**: Fax signed Letter of Credit to Vanessa Eatman at 201-692-2209.

**[ ]  Booz Allen Hamilton Employee:** Complete Booz Allen Tuition/Certification Request Form and remit payment to FDU.

**[ ]  Corporate Reimbursement Deferred Payment Plan**: Complete form\* and remit 4% of the total amount to be deferred.

 ***\*if checked, form will be emailed with confirmation of registration.***

**[ ]  Active Duty Military (FTA)**: send completed FTA form to online@fdu.edu or fax to 201-692-7359

[ ]  **Other:**      \_\_\_\_\_\_\_\_\_\_\_\_\_

**Online Undergraduate Students**

**SIGN & RETURN COMPLETED REGISTRATION FORM BY:**

Fax: 201-692-7359

 Email: jteller@fdu.edu or jsteiner@fdu.edu



**Tuition Policies**

**PAYMENT DEADLINE**

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

**REFUND/ CANCELLATION OF TUITION AND FEES**



During final two weeks of semester WITHDRAWALS FOR THE TERM ARE NO LONGER ACCEPTED.

**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 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.

**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 charges will begin at the rate of 2%. Payments received after the last day of the term will be assessed a 12% late fee.

**CORPORATE VOUCHER**

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