FAIRLEIGH DICKINSON UNIVERSITY

CHANGE OF SCHEDULE FORM

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	0.0

Tuition & Fees Credit Policy

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						

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.

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.

Collection Fee: If this account is placed with an attorney or a collection agency because of an unpaid balance remaining on your account, you hereby agree and promise to pay a collection fee of 30% of the total balance due upon placement with an attorney or collection agency. The University reserves the right to report unpaid account information to any credit bureau. In addition, if you fail to honor your obligations under this Agreement, in addition to its other remedies, the University shall have the right to restrict future class registration and withhold transcripts, diplomas, and any Certificate of Completion, to the fullest extent permissible by law.

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

Method of Communication: FDU uses email as an official method of communication with students, and therefore you are responsible for reading the emails received from FDU, on a timely basis.

Method of Billing: The student understands that FDU uses electronic billing (eBill) as its official billing method, and therefore you are responsible for viewing and paying your student account eBill by the scheduled due date. The student understands that failure to review the eBill does not constitute a valid reason for not paying any bill on time. The student acknowledges being able to access the eBill by logging into WebAdvisor by using the student's FDU NetID and password.

By registering for a course, courses or a program, the student ("you" or the "student') understands and agrees that the student is entering into a contractual agreement with Fairleigh Dickinson University (this form constitutes our complete and entire agreement), and you have an obligation to pay tuition, course associated fees, registration and other fees as well as any of costs and expenses listed above that you may incur. Academic withdrawal or inability to secure an expected loan does not cancel this contract. The effective date of any notification of course deletion or withdrawal will be the date of receipt by the Office of Enrollment Services. Non-attendance does not constitute an official drop or withdrawal.

ATTENTION: BY SIGNING THIS AGREEMENT YOU ACKNOWLEDGE AND AGREE TO THE FOLLOWING:

1. The student is required to comply with applicable policies, including, without limitation, code of conduct and safety and health measures as may be updated from time to time. 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. Other conditions regarding financial aid and athletic eligibility apply.
2. Refunds or the return of tuition and fees for withdrawal shall only occur in accordance with the refund policy located above. The payment of tuition and fees to FDU is solely in exchange for enrollment in courses and the opportunity to earn academic credit upon successful completion of course requirements.
3. CLASS SCHEDULES, COURSE AND PROGRAM REQUIREMENTS, INSTRUCTORS, MODALITIES (E.G., IN-PERSON, REMOTE INSTRUCTION), AND OTHER CLASS AND PROGRAM FEATURES ARE SUBJECT TO CHANGE, WITHOUT ADJUSTMENT IN TUITION, INCLUDING, BUT NOT LIMITED TO, TO COMPLY WITH GOVERNMENTAL HEALTH AND SAFETY DIRECTIVES.

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

E.S. USE ONLY
CLERK DATE CR