

Fairleigh Dickinson University

Welcomes



Parents/Guardians



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Florham Campus

Office of Enrollment Services

973-443-8600

973-443-8604 Fax

On Campus Office Hours: 9AM–4PM

Located in the Rothman Institute (Admissions Office)

Email:

esmadfdu@fdu.edu

Office of Enrollment Services

Functions of Enrollment Services

- **Registration – currently online**
- **Billing and collection of student accounts**
- **Receipt and posting of payments,
loan disbursements and
issuance of refunds to students**
- **Notification of e-Billing**
- **Transcripts, grades, graduation**



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Florham Campus

Office of Enrollment Services Records Department

registrar@fdu.edu

Fax: 973-443-8616

Enrollment Verifications - available once the semester begins:
<https://secure.studentclearinghouse.org/vs/Index>

Official Transcripts: www.getmytranscript.org



**National Student
Clearinghouse®**

Office of Enrollment Services

Payment Due Dates:

Fall- August 15th

Intersession- Within 5 days of registration

Spring- January 15th

Summer- May 15th

eBills and payments are available through the
Student's Self-Service account

selfservice.fdu.edu

<https://www.fdu.edu/admissions/tuition-fees/understanding-invoice/>

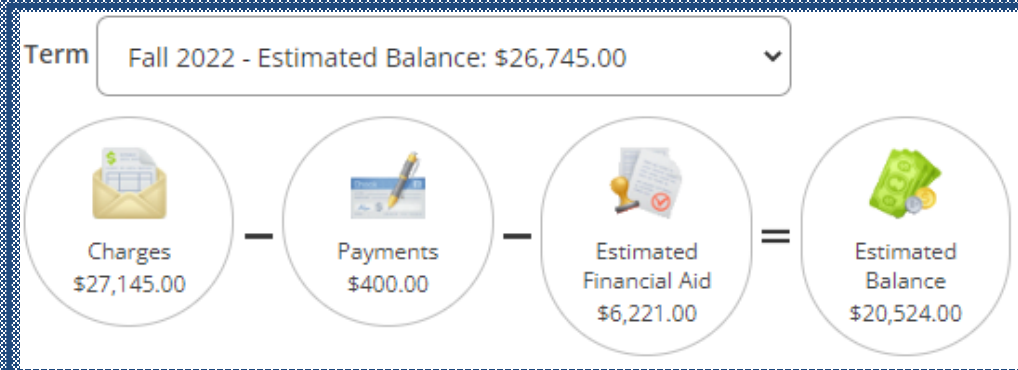
Understanding Your Student Invoice

Accessing Your Invoice (eBill)

The University uses electronic billing as its official billing method.

To access your eBill, please log into your Self-Service account using your FDU NetID and password. Once logged in, click on “Student Finance” and then “Account Summary”. Billing information will be available for all terms of enrollment. The information provided will change dependent on the ‘Term’ selection. The ‘View Statement’ link provides a PDF version of the student statement, based on the ‘Term’ selected and you will have the option to download or print.

Log into Self-Service – click on “View Account Activity”
Select Term to view Statement



Charges	\$27,145.00	^
Tuition	\$16,632.00	▼
Mandatory	\$1,430.00	▼
Room and Board	\$7,249.00	▼
Medical Insurance	\$1,834.00	▼

You can expand each category for details



Fairleigh Dickinson University

Florham Campus
285 Madison Avenue
Madison, New Jersey 07940

Metropolitan Campus
1000 River Road
Teaneck, New Jersey 07666

Vancouver Campus
842 Cambie Street
Vancouver BC, V6B 2P6

Name

Student Name

Student ID

1234567

Student Name
285 Madison Ave
Madison, NJ 07940

Total Balance	\$20,524.00
Amount Overdue	\$26,745.00
Total Amount Due	\$20,524.00
Amount Enclosed	

Alert: Financial Aid is combined for Wintersession and Spring. Once a payment is made towards the Wintersession balance, an equal amount of your aid will be reallocated to the Spring. Once Financial Aid has been disbursed and no longer estimated resulting in a credit balance; your refund will be processed within 14 days.

Please return this portion of the statement to the institution, along with your payment.

Date Generated: 8/27/2022

Account Activity Summary - Fall 2022

Charges	
Tuition by Total	\$16,632.00
Fees	\$3,264.00
Room & Board	\$7,249.00
+ Total Charges	\$27,145.00
- Student Payments	\$400.00
- Financial Aid	\$6,221.00
= Fall 2022 Balance	\$20,524.00
= Total Amount Due	\$20,524.00
Total Balance	\$20,524.00

Tuition by Total

Section	Course Title	Billing Credits	CEUs	Status
Other Tuition Activity				
Total				\$16,632.00

Fees

Description	Amount
New Student Fee	\$860.00
Technology Fee	\$500.00
Wellness Education Fee	\$70.00
Medical Insurance	\$1,834.00
Total	\$3,264.00

Room & Board

Description	Date	Building	Amount
Htwo*do Double Occupancy M/T	6/26/2022		\$7,249.00
Total			\$7,249.00

Payments

Receipt Number	Date	Amount	Pay Method	Reference Number
001124579	6/26/2022	\$200.00	Check	123
001124580	6/26/2022	\$200.00	Check	124
Total				\$400.00

Name	Student Name
Student ID	1234567

Financial Aid

Federal Direct Loan Unsubsidized		Comments:				
Awarded	Term	Disbursed	Anticipated	Other Terms	Loan Fee	Currently Ineligible
\$2,750.00	Fall 2022		\$2,721.00		\$29.00	

FDU Theater Scholarship		Comments:				
Awarded	Term	Disbursed	Anticipated	Other Terms	Loan Fee	Currently Ineligible
\$1,000.00	Fall 2022		\$1,000.00			

Merit Award		Comments:				
Awarded	Term	Disbursed	Anticipated	Other Terms	Loan Fee	Currently Ineligible
\$2,500.00	Fall 2022		\$2,500.00			

Total						
		\$0.00	\$6,221.00			

Balance **\$20,524.00**

The image shows a login form for Follett's FDU/Madison Bookstore Customer Portal. On the left, there is a blurred background image of three people. The text 'FOLLETT'S FDU/MADISON BKSTORE' is prominently displayed in white, with 'Customer Portal' underneath. The login form on the right includes a text input field with 'example@abc.com', a 'Password' field, a 'Remember me' checkbox, a dark blue 'LOG IN' button, and links for 'Forgot Password?' and 'Create an Account' at the bottom.

FOLLETT'S FDU/MADISON BKSTORE

Customer Portal

Students may be enrolled in a course(s), in which a Textbook Charge has been added to their student account for course materials provided through a partnership with our campus bookstore Follett.

Through this program students are receiving discounts as much as 65% off original pricing. Students will have the option to **"Opt Out"**, should they decide to purchase the course material elsewhere.

Students will need to create an account using their official FDU webmail address as the username through the Follett Florham Customer Portal.

Please allow 3-4 business days for the student's account to be credited. Any **opt out** questions contact the Florham Campus Follett Bookstore at 973-514-1644.

Office of Enrollment Services

Payment Options

- Financial Aid
- Payment in full
- FDU Semester Deferred Payment Plan
(Offered through TouchNet)

Office of Enrollment Services

FDU Deferred Payment Plan

4 monthly installments for Fall - Aug 15th, Sept 15th, Oct 15th, Nov 15th

4 monthly installments for Spring – Jan 15th, Feb 15th, Mar 15th, April
15th

25% Down Payment with a \$45.00 per/semester fee

Enroll easily on the web via TouchNet

View list of charges, credits and financial aid eligible for the plan

Payments can be set up automatically OR

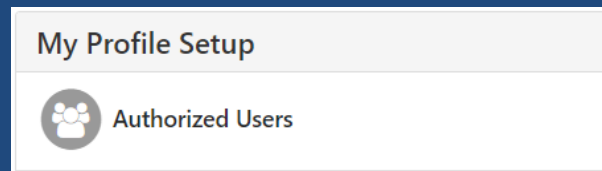
Pay online at your convenience without scheduling automated
payments

To Access TouchNet:

For Students: log onto selfservice.fdu.edu and select
“Payments/Payment Plans/1098T”

For Parents:

Student needs to set up parent as “Authorized User” on TouchNet. In Self-Service click on ‘Payments/Payment Plans/1098T’ and then ‘Continue to Payment Center’. On the right you will see ‘Authorized Users



Student will provide an email address for Parent/Guardian and choose access to be granted. Parent/Guardian will then receive an email with their credentials to login.

Authorized Users

[Authorized Users](#) [Add Authorized User](#)

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity? Yes No

Would you like to allow this person to view your 1098-T tax statement? Yes No

Would you like to allow this person to view your payment history and account activity? Yes No

Office of Enrollment Services

https://secure.touchnet.net/C20734_tsa/web/login.jsp



FAIRLEIGH
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Login for parents or others who have been granted access.

Email:

Password:

[Forgot Password](#)

[Login](#)

Welcome to Fairleigh Dickinson University Student Account Suite. This 24x7 service lets students and their families view bills, make payments, and manage the student account.

Students - If you have reached this page, you will need to login to Self-Service and select the Payment and Payment Plans link. You must clear your browser cache before proceeding.

Parents, guardians, or employers require student permission through the student's authorized user process.

If you have any questions about the system, please send an e-mail to misecommhelp@fdu.edu.

Medical Insurance

- United HealthCare
- **\$1,834.00** fee
- Need to Enroll or Waive by October 15th

IMPORTANT !

If deadline is missed, you will be responsible for billed fee.

www.firststudent.com

Please Note : If you are waiving the Medical Insurance and plan to set up a payment plan, please wait for the insurance charge to be removed from the student's billing before setting up the payment plan

Office of Enrollment Services

Resident Student Hall Clearance

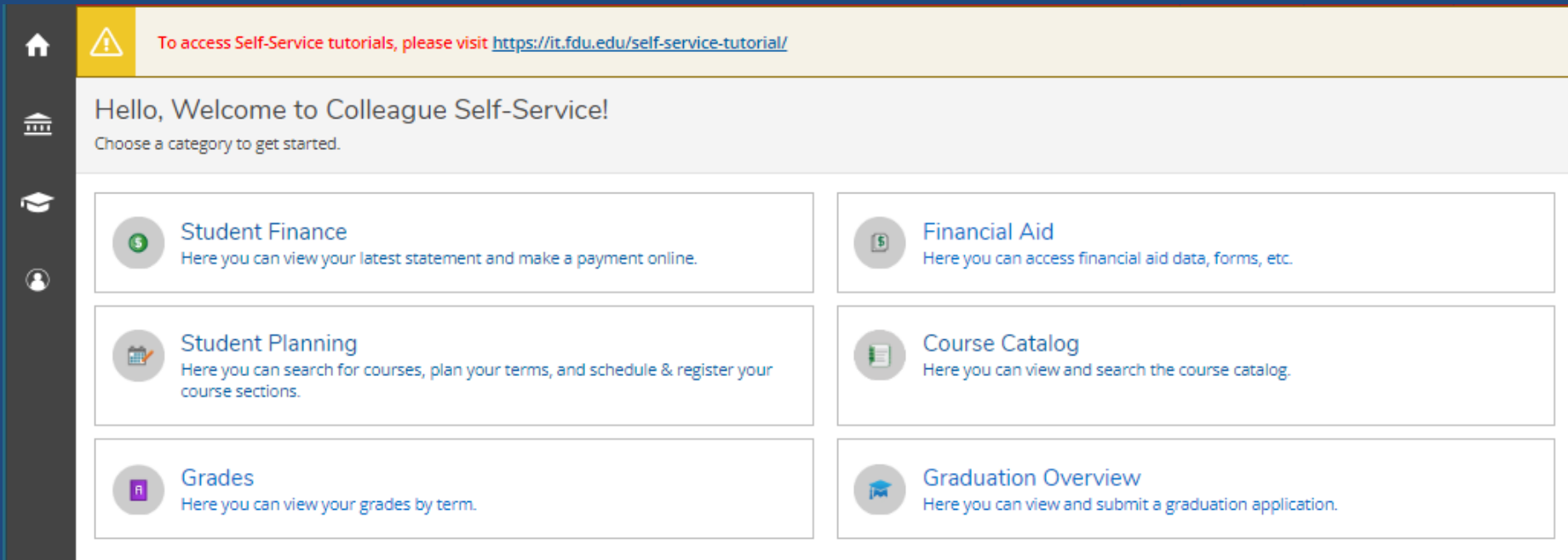
- Account needs to be satisfied prior to moving in
- Early arrivals



Student Self Service

- Registration
- Schedules
- Grades
- Billing and Financial Aid information
- Set up FDU Payment Plan through TouchNet
- Make a payment through TouchNet Payments:
 - Electronic Check (No additional fees)
 - Credit Cards- AMX, VISA, MC, & Discover (2.85% fee)

Current Students Self-Service Menu



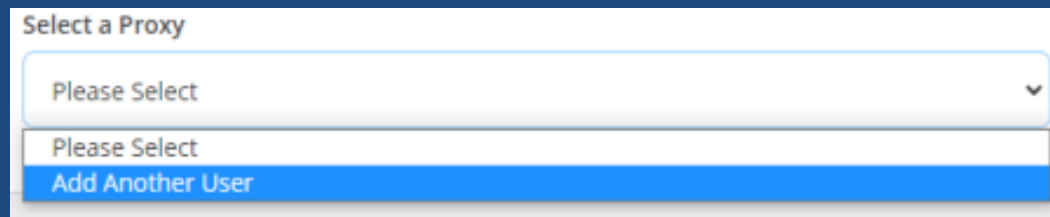
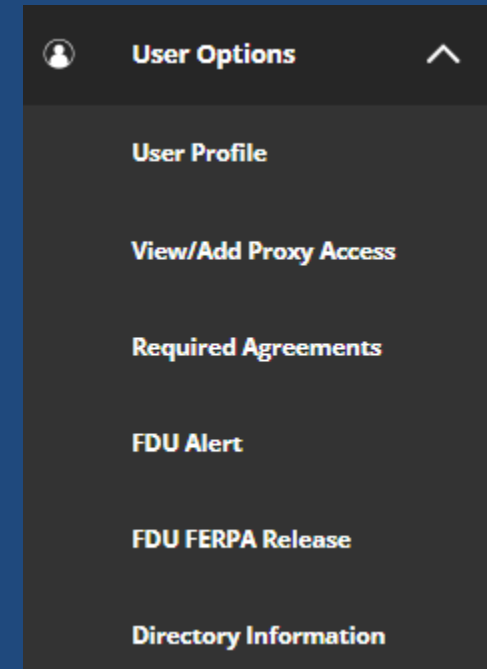
The screenshot shows a web interface for 'Colleague Self-Service'. On the left is a dark vertical sidebar with icons for home, a building, a graduation cap, and a person. The main content area has a yellow header with a warning icon and a message: 'To access Self-Service tutorials, please visit <https://it.fdu.edu/self-service-tutorial/>'. Below this is a grey bar with the text 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.'. The main area contains six white boxes, each with an icon, a title, and a description:

- Student Finance**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**: Here you can view and search the course catalog.
- Grades**: Here you can view your grades by term.
- Graduation Overview**: Here you can view and submit a graduation application.

View / Add Proxy Access for Parent / Guardian / Other

Student would need to grant permission through the Student's Self-Service account

Login Information for the grantee will be sent to the Student's FDU email account

A screenshot of a web form titled "Select a Proxy". It features a dropdown menu with the text "Please Select" and a downward arrow. Below the dropdown, there is a list of options: "Please Select" and "Add Another User". The "Add Another User" option is highlighted with a blue background.

e-Refunds

In order to provide students with efficient service and support,
the Office of Enrollment Services


"REQUIRES"

students who expect to receive a refund as a result of any
over payment from Financial Aid or some other means
of payment to enroll in our eRefund service through

Self-Service.

TouchNet will prompt you to select a
future refund method:

Refund Method Selection ×

 You haven't yet chosen a preferred refund delivery method.
Let us know how you would like to receive your refunds - click Choose Your Refund Delivery Method to get started.

[Choose Your Refund Delivery Method](#)

Select Delivery Method

Select your refund delivery method.

You will be notified via email once a refund has been issued.



Direct Deposit

DIRECT DEPOSIT TO YOUR EXISTING CHECKING OR SAVINGS BANK ACCOUNT.

- Use an existing bank account.
- Easy online enrollment process.
- Provide your bank account information in our secure environment.

REFUND DELIVERY TIMELINE

- Your funds will typically arrive in your account 1 to 2 days after released by your school.

Select

Important Information

Be sure to check the following for accuracy:

- Student's home address
(or local address if International student)
- FDU Student email address
- Phone number

All communication is sent to the student's
FDU email address

Please remind your student the
importance of checking their email!



esmadfdu@fdu.edu

Enrollment Services Dept.