

# Fairleigh Dickinson University Welcomes



## Parents/Guardians



**FAIRLEIGH  
DICKINSON  
UNIVERSITY**

Florham Campus

## **Office of Enrollment Services**

**973-443-8600**

**973-443-8604 Fax**

**Office Hours: 9AM–5PM**

Located with Financial Aid in the Mansion Courtyard

**Email:**

**[esmadfdu@fdu.edu](mailto: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  
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## 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](http://www.getmytranscript.org)**



**National Student  
Clearinghouse®**

# Office of Enrollment Services

## Payment Due Dates:

Fall- **August 15<sup>th</sup>**

Interession- **Within 5 days of registration**

Spring- **January 15<sup>th</sup>**

Summer- **May 15<sup>th</sup>**

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

[selfservice.fdu.edu](http://selfservice.fdu.edu)

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

## Understanding Your Student Invoice

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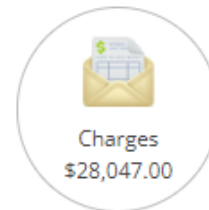
### Accessing Your Invoice (eBill)

**The University uses electronic billing as its official billing method.**

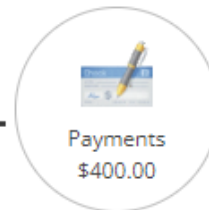
To access your eBill, please log into your Self-Service account using your FDU NetID and password. Once logged in, click on “Student Finance” and then “Account Summary”. Billing information will be available for all terms of enrollment. The information provided will change dependent on the ‘Term’ selection. 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

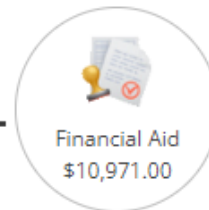
Term Fall 2023 - Balance: \$27,647.00 ▼



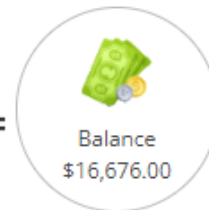
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#### Charges

\$28,047.00



Tuition

\$17,289.00



Mandatory Fees

\$1,450.00



Room and Board

\$7,474.00



Medical Insurance

\$1,834.00



You can  
expand  
each  
category  
for details



## Student Statement

### 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

Student Name  
285 Madison Avenue  
Madison, NJ 07940

Name	Student Name
Student ID	1234567

Total Balance	\$16,676.00
Amount	\$27,647.00
Total Amount Due	\$16,676.00
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: 6/20/2023

### Account Activity Summary - Fall 2023

Charges	
Tuition by Total	\$17,289.00
Fees	\$3,284.00
Room & Board	\$7,474.00
<b>+ Total Charges</b>	<b>\$28,047.00</b>
<b>- Student Payments</b>	<b>\$400.00</b>
<b>- Financial Aid</b>	<b>\$10,971.00</b>
<b>= Fall 2023 Balance</b>	<b>\$16,676.00</b>
<b>= Total Amount Due</b>	<b>\$16,676.00</b>
<b>Total Balance</b>	<b>\$16,676.00</b>



Tuition		\$17,289.00	▼
Mandatory Fees		\$1,450.00	^
Description	Amount		
New Student Fee	\$870.00		
Technology Fee	\$510.00		
Wellness Education Fee	\$70.00		
Room and Board		\$7,474.00	^
Description	Date	Building	Amount
Res Hall - Florham	6/20/2023		\$4,674.00
Food Plan A-Florham	6/20/2023		\$2,800.00
Medical Insurance		\$1,834.00	▼
Miscellaneous Charges		\$0.00	▼
Payments		\$400.00	^

## Financial Aid

\$10,971.00



Award	Awarded	Term	Disbursed	Anticipated	Other Terms	Loan Fee	Currently Ineligible	Comment
Federal Direct Loan Unsubsidized	\$2,750.00	Fall 2023		\$2,721.00		\$29.00		Estimated
FDU Applicant Grant	\$500.00	Fall 2023		\$500.00				
Merit Award	\$7,750.00	Fall 2023		\$7,750.00				
Total			\$0.00	\$10,971.00				

Balance

\$16,676.00

The image shows a login interface for Follett's FDU/Madison Bookstore Customer Portal. On the left, there is a blurred background image of two students. The text 'FOLLETT'S FDU/MADISON BKSTORE' is prominently displayed in white, with 'Customer Portal' underneath it. On the right, there is a white login form with a blue header. The form contains two input fields: one for the email address (pre-filled with 'example@abc.com') and one for the password. Below these fields is a checkbox labeled 'Remember me'. A blue 'LOG IN' button is positioned below the checkbox. At the bottom of the form, there are two links: 'Forgot Password?' on the left and 'Create an Account' on the right.

## 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 15<sup>th</sup>, Sept 15<sup>th</sup>, Oct 15<sup>th</sup>, Nov 15<sup>th</sup>  
4 monthly installments for Spring – Jan 15<sup>th</sup>, Feb 15<sup>th</sup>, Mar 15<sup>th</sup>, April 15<sup>th</sup>  
25% Down Payment with a \$45.00 per/semester fee

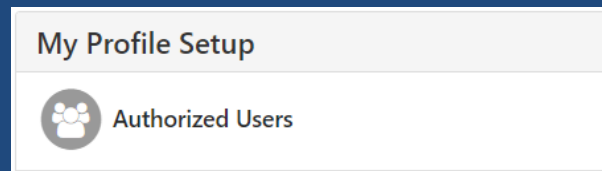
Enroll easily on the web via TouchNet  
View list of charges, credits and financial aid eligible for the plan  
Payments can be set up automatically OR  
Pay online at your convenience without scheduling automated payments

### To Access TouchNet:

**For Students:** log onto [selfservice.fdu.edu](http://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

Cancel

Continue

# Office of Enrollment Services

[https://secure.touchnet.net/C20734\\_tsa/web/login.jsp](https://secure.touchnet.net/C20734_tsa/web/login.jsp)



**FAIRLEIGH  
DICKINSON  
UNIVERSITY**

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](mailto:misecommhelp@fdu.edu).*

# Medical Insurance

- United HealthCare
- **\$1,834.00 annual fee**
- Need to Enroll or Waive by October 15<sup>th</sup>

## IMPORTANT !

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

**[studentcenter.uhcsr.com](http://studentcenter.uhcsr.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 (2.95% fee)

# Current Students Self-Service Menu






To access Self-Service tutorials, please visit <https://it.fdu.edu/self-service-tutorial/>


## Hello, Welcome to Colleague Self-Service!

Choose a category to get started.




### 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.



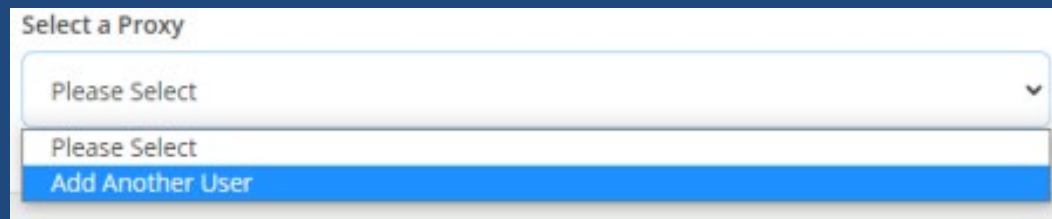
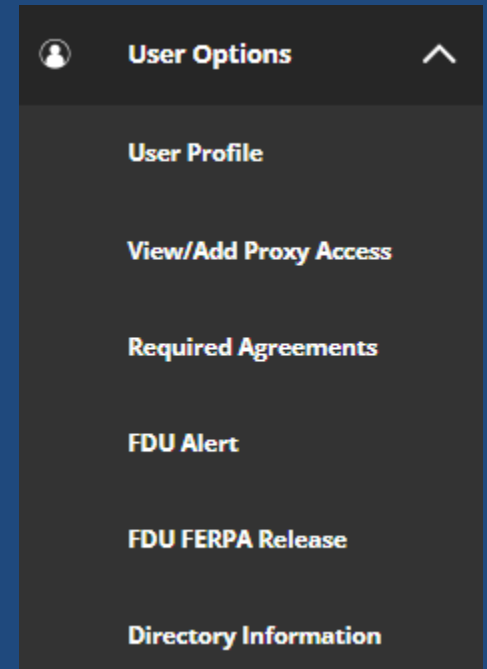
### Graduation Overview

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. The dropdown is open, showing the same 'Please Select' text at the top and a blue button labeled 'Add Another User' at the bottom.

# Bookstore Vouchers

Allows students to use a portion of their financial aid refund to purchase books through the **FDU Follet Bookstore**.

- Only available if there is an **excess credit** from Financial Aid for the term after tuition, room / board, and fees are deducted.
- Student needs to have accepted all their financial aid prior to requesting a voucher.
- The student's account will be charged the amount of the voucher. This may reduce the amount of any financial aid refund that the student may receive for the semester.
- If student decides not to use the voucher, the funds will be returned to their account.
- If student does not use the full amount of the voucher, their account will be credited to reflect the actual purchases.



# 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.