

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

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**

Interession- **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


Term

Fall 2024 - Estimated Balance: \$28,515.00


▼


Charges
\$28,915.00


—


Payments
\$400.00

—


Estimated
Financial Aid
\$18,674.00

=


Estimated
Balance
\$9,841.00

Charges

\$28,915.00

^

Tuition

\$17,972.00

▼

Mandatory Fees

\$1,683.00

▼

Room and Board

\$7,518.00

▼

Medical Insurance

\$1,742.00

▼

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	\$9,841.00
Amount Overdue	\$28,515.00
Total Amount Due	\$9,841.00
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

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

Date Generated: 6/24/2024

Account Activity Summary - Fall 2024

Charges	
Tuition by Total	\$17,972.00
Fees	\$3,425.00
Room & Board	\$7,518.00
+ Total Charges	\$28,915.00
- Student Payments	\$400.00
- Financial Aid	\$18,674.00
= Fall 2024 Balance	\$9,841.00
= Total Amount Due	\$9,841.00
Total Balance	\$9,841.00

Tuition		\$17,972.00	▼
Mandatory Fees		\$1,683.00	^
Description	Amount		
Technology Fee	\$520.00		
Wellness Education Fee	\$70.00		
Biology Ebook Florham	\$85.00		
Lab/Course Fee 2024-2025	\$128.00		
New Student Fee	\$880.00		
Room and Board		\$7,518.00	^
Description	Date	Building	Amount
Campus Residence Florham	6/24/2024		\$4,674.00
Meal Plan A Florham	6/24/2024		\$2,844.00
Medical Insurance		\$1,742.00	▼
Payments		\$400.00	▼

Estimated Financial Aid

\$18,674.00



Award	Awarded	Term	Disbursed	Anticipated	Other Terms	Loan Fee	Currently Ineligible	Comment
Federal Direct Loan Unsubsidized	\$1,000.00	Fall 2024		\$990.00		\$10.00		Estimated
Federal Direct Loan Subsidized	\$1,750.00	Fall 2024		\$1,732.00		\$18.00		Estimated
Estimated NJS TAG Grant	\$7,202.00	Fall 2024		\$7,202.00				Pending
Fairleigh Dickinson University Need Based Grant	\$1,250.00	Fall 2024		\$1,250.00				
Merit Award	\$7,500.00	Fall 2024		\$7,500.00				
Total			\$0.00	\$18,674.00				

Estimated Balance

\$9,841.00

The image shows a login interface for the Follett's FDU/Madison Bookstore Customer Portal. On the left, there is a blue-tinted photograph of three students. Overlaid on this is the text 'FOLLETT'S FDU/MADISON BKSTORE' in a large, white, serif font, with 'Customer Portal' in a smaller, white, sans-serif font below it. On the right, there is a white rectangular box containing the login form. The form has two input fields: the first is labeled 'example@abc.com' and the second is labeled 'Password'. Below these fields is a checkbox labeled 'Remember me'. A dark blue button with the text 'LOG IN' in white is positioned below the checkbox. At the bottom of the white box, there are two links: 'Forgot Password?' on the left and 'Create an Account' on the right, both in a small, blue, sans-serif font.

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

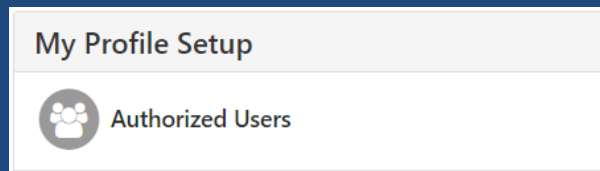
Enroll easily on the web via TouchNet
View list of charges, credits and financial aid eligible for the plan
Payments can be set up automatically OR
Pay online at your convenience without scheduling automated payments

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

Cancel

Continue

Office of Enrollment Services

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



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
- **\$1,742.00 annual fee**
- Need to Enroll or Waive by September 30th

IMPORTANT !

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

www.universityhealthplans.com/fdu

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.

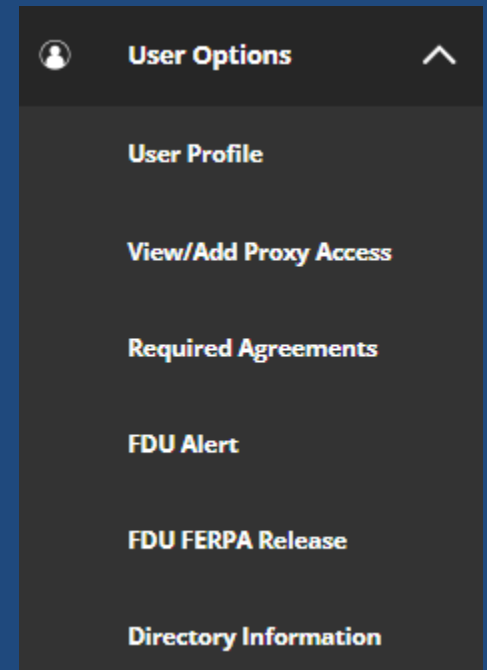


Graduation Overview
Here you can view and submit a graduation application.

View / Add Proxy Access for Parent / Guardian / Other

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

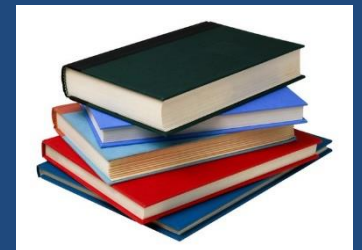
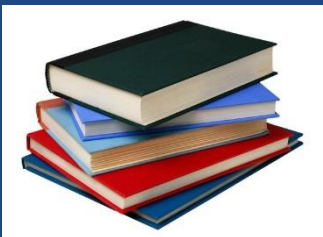
Login Information for the grantee will be sent to the **Student's** FDU email account

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 two options: "Please Select" and "Add Another User", which is highlighted in blue.

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.