

# Welcome to FDU!

## **Enrollment Services & Financial Aid**

This session will help you understand Enrollment Services and Financial Aid processes, timelines and resources.



**FAIRLEIGH  
DICKINSON  
UNIVERSITY**

# FDU Email – The Key to Communication



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

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Reminder: Students check your email regularly!

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eBills will only be sent to the student's FDU email.

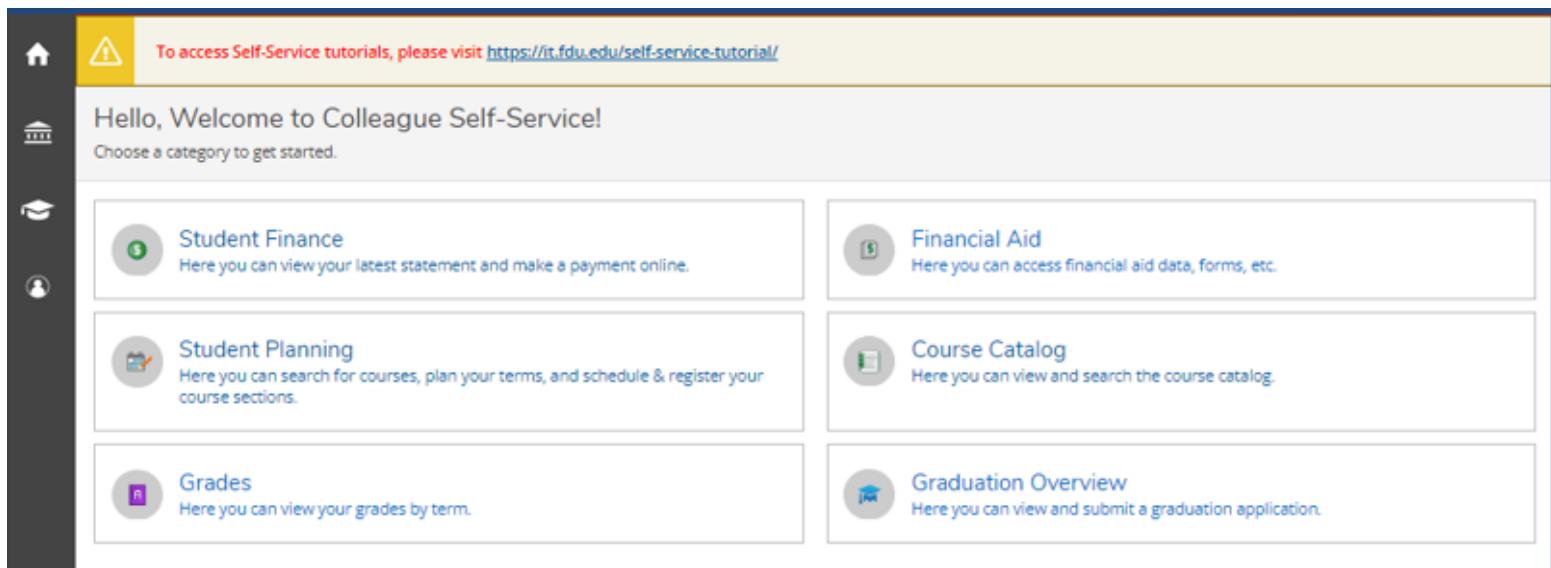
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No paper bills!

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# Welcome to FDU Self-Service!

- View and pay the bill
- Review your financial aid
- Give parents/guardians access to accounts



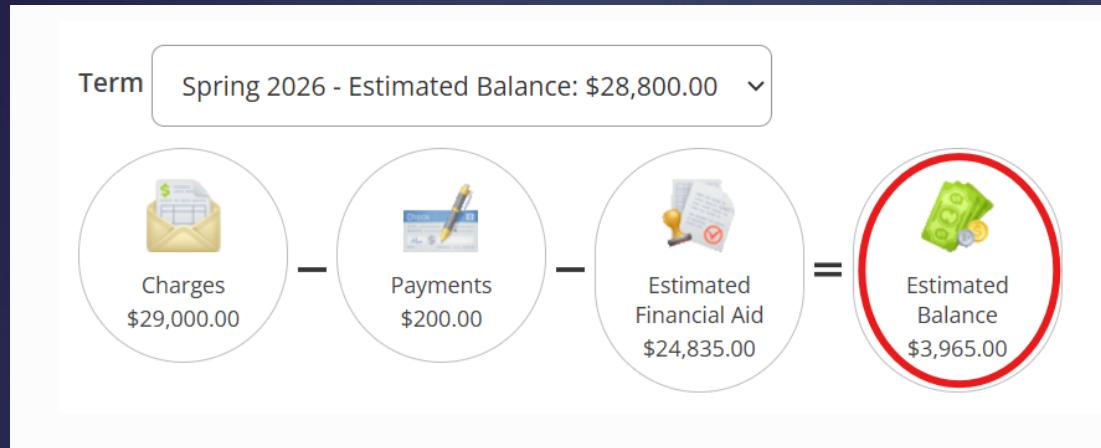
The screenshot shows the FDU Self-Service portal homepage. On the left is a vertical sidebar with icons for Home, Building, Graduation, and User. The main content area has a yellow header bar with a warning icon and the text: "To access Self-Service tutorials, please visit <https://it.fdu.edu/self-service-tutorial/>". Below this is a greeting: "Hello, Welcome to Colleague Self-Service!" and a "Choose a category to get started." prompt. The page is divided into five categories, each with an icon and a brief 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.

# Bill Basics



- Bills for the Spring semester are due on **January 15<sup>th</sup>** or prior to moving into the Residence Halls (dorms), whichever comes first.
- **Students will not be permitted to move into their dorm room if their balance is not satisfied.**
- Once a student receives email notification, the bill is available to view and print on Self-Service.



Charges	\$29,000.00	^
Tuition	\$18,682.00	▼
Mandatory Fees	\$1,490.00	▼
Room and Board	\$7,715.00	▼
Medical Insurance	\$1,113.00	▼

Click into the Charges, Payments and Financial Aid sections to see itemized amounts.

Amount listed as Estimated Balance is Due by August 15<sup>th</sup> (or move-in day)



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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 ID

Total Balance	\$3,965.00
Amount Overdue	\$28,800.00
Total Amount Due	\$3,965.00
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: 12/19/2025

#### Account Activity Summary - Spring 2026

Charges	
Tuition by Total	\$18,682.00
Fees	\$2,603.00
Room & Board	\$7,715.00
+ Total Charges	\$29,000.00
- Student Payments	\$200.00
- Financial Aid	\$24,835.00
= Spring 2026 Balance	\$3,965.00
= Total Amount Due	\$3,965.00
Total Balance	\$3,965.00

Don't panic if an  
overdue amount is  
showing –  
you need to make  
payment  
arrangements by  
January 15<sup>th</sup>  
(or prior to move-in  
day) for the **Total  
Amount Due** on the  
Statement

# Medical Insurance



- Bills for full-time students will include a charge of \$1,113 for medical insurance.
- If student can provide proof of insurance, that charge can be waived.
- You can waive or enroll in the insurance at [universityhealthplans.com/fdu](http://universityhealthplans.com/fdu)
- Insurance must be waived by February 28, 2026
- Parents - if you need enrollment verification for your health insurer, contact the Records Office in Enrollment Services at 973-443-8600.

# Text Books



- Students may see an eBook Charge on their account for course materials provided through a partnership with our campus bookstore - students are receiving discounts of up to 65% off.
- Students may opt out if they want to purchase the course materials elsewhere - to opt out, student creates an account using their FDU email as the username on the Follett Customer Portal.
- Please allow 3-4 business days for the charge to come off the account.
- Contact Follett Bookstore with questions at:

Florham Campus: 973-514-1644

Metropolitan Campus: 201-836-7818

# Paying the Bill

**Ways to pay the bill (any combination of these):**

- Financial aid including grants/scholarships
- Payment
- Payment plan
- Loans

# Payment



- Payments can be made on Self-Service through TouchNet.
- Electronic Check (ACH) no additional fees
- Credit Card (American Express, Discover, Mastercard, Visa and other credit cards) 3% Fee
- To pay, the student logs in to Self-Service and selects *Payments/Payment Plans/1098T* under *Financial Information*
- Payment by check can be mailed to the Enrollment Services Office on your home campus.
- Wire Transfers via Flywire are for International or Non-U.S. transfers only.

# Payment Plans – part 1



- FDU offers a 4-month payment plan - \$45 enrollment fee per semester.
- By January 15th, make 25% down payment on the total balance – the remainder is split between the following 3 months.
- If your financial aid or bill changes, your plan will automatically recalculate. We recommend that you **do not** set up Automatic Payments so that you are aware of the amount that will be withdrawn.

# Payment Plans – part 2



- To set up a payment plan:
  - **Students:** Log onto Self-Service, click on *Payments/Payment Plans/1098T* in the *Financial Information* section.
  - **Parents/Guardians:** Student needs to set up as “Authorized User” on TouchNet, and the “Authorized User” will receive an email with credentials to login.

# Refunds



- Financial aid will disburse to your account in late February at the earliest- after the add/drop period. If you need your refund for living expenses, make sure you have adequate resources until then.
- Enrollment Services requires students who expect to receive a refund to enroll in our eRefund service through Self-Service – funds will be deposited directly into a bank account.
- TouchNet will prompt you to select a refund method.
- Be sure to check the following for accuracy:
  - Student's home address (or local address if International student)
  - FDU Student email address and phone number.

# Credit Balance Options

- If your financial aid exceeds your charges, your account will show a **credit balance**, which means you may be eligible for a refund.
- If you have a credit balance, you may choose to use part or all of it to purchase books at the campus bookstore. This is referred to as a **bookstore voucher**.
- Any remaining credit balance will be refunded after the add/drop period. Refunds are issued to the **student**, or to the **parent** if a Parent PLUS loan refund was requested.

# Bookstore Vouchers



- Allows students to use a portion of their financial aid refund to purchase books through the FDU Follet Bookstore.
- To request a voucher, student needs to accept their financial aid first.
- The student's account will be charged the amount of the voucher, reducing the student's refund.
- If student decides not to use the voucher, the funds will be returned to their account.

# Parent Access - Enrollment Services

## **To make payments and set up payment plans**

- Student needs to set up parent as Authorized User on TouchNet.
  - In Self-Service: click on Payments/Payment Plans/1098T, continue to Payment Center, on the right you will see 'Authorized Users'.
  - Student provide email address for Parent/Guardian and chooses access- Parent/Guardian will receive an email with login credentials.

## **To view the bill**

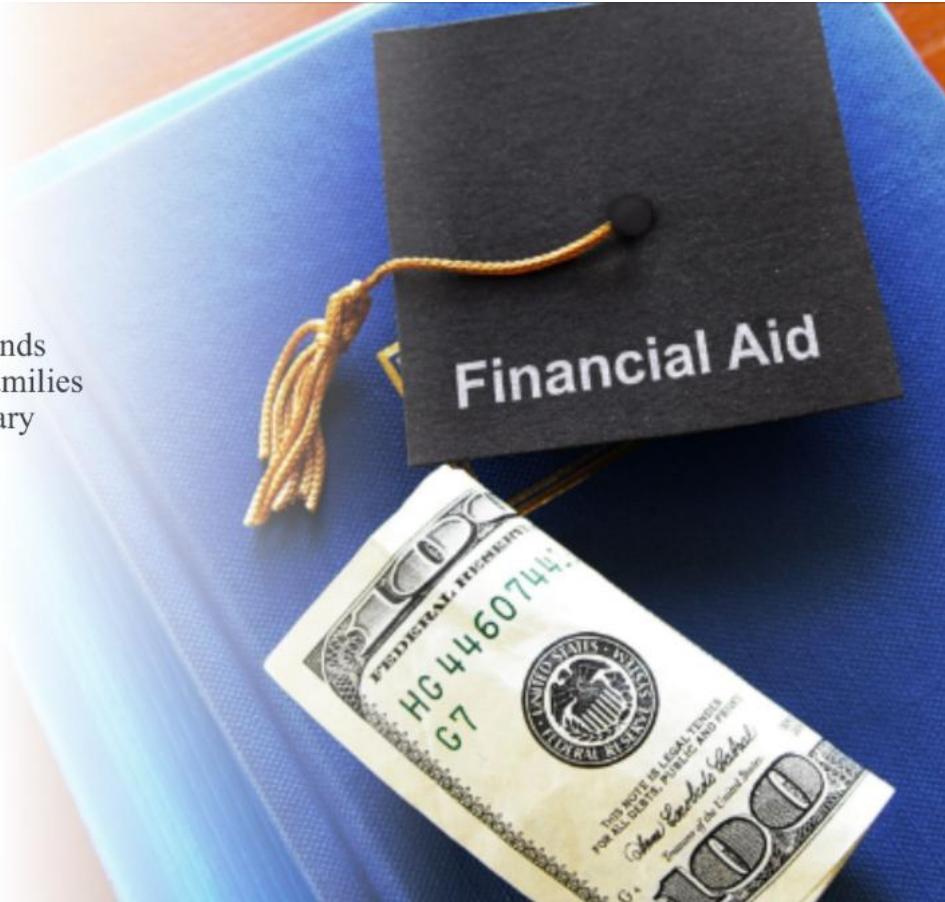
- Student must provide the parent with proxy access.
  - In Self-Service: click on User Options then View/Add Proxy Access.
  - The student will receive an email with the login credentials for the parent.

## **To call to speak with someone about the bill**

- Caller must have a copy of the bill or have Proxy access.

# What is Financial Aid

- Financial aid consists of funds provided to students and families to help pay for postsecondary educational expenses.



# Types of Financial Aid



- Scholarships - Funds that do not need to be repaid
- Grants - Funds that do not need to be repaid
  - No action is required if the only financial aid that your student is receiving is FDU grants or scholarships – we automatically accept gift aid on the student's behalf.
- Loans – Money students and parents borrow to help pay educational expenses.
  - If you filed a FAFSA, the student must accept or decline the loan(s) on Self-Service.
  - Loans are per academic year, you cannot apply for a loan for all four years at one
- Work - Money earned to assist with educational expenses (federal workstudy or student assist)

# Financial Aid Details



- Some financial aid programs require a student to be in a certain number of credits.
  - Institutional and state grants typically require full-time enrollment – at least 12 credits.
  - Federal loans require half-time enrollment – 6 credits.
- Be aware that there are life-time limits to some financial aid programs – this may be especially important for transfer students to keep in mind.
- Withdrawing from classes can impact your aid eligibility.
- If a student takes courses that don't count toward their degree, financial aid eligibility may be impacted.

# Federal Student Loans

- If your student completed a FAFSA, federal student loans will appear on their account and must be either **accepted or declined** through Self-Service.
- If a loan is not declined, it will remain on the account and be included in the billing balance, which may result in an incorrect amount due.
- For first year students, the maximum federal Direct Student Loan eligibility is \$5,500 for the academic year (\$2,750 per semester).
- Students who choose to accept their loan(s) must also complete **Entrance Counseling** and a **Master Promissory Note (MPN)** at **[studentaid.gov](https://studentaid.gov)** (accessible through Self-Service)

# Direct Subsidized vs. Direct Unsubsidized Loans

## Direct Subsidized

- Undergraduate students with financial need
- The US department of Education pays the interest on the loan while you're in school, during your grace period and during periods of deferment

*Interest rates are set by Congress. The rate is fixed for the life of the loan.*

*Interest rates are adjusted each July 1st – you may have multiple loans with varied interest rates.*

## Direct Unsubsidized

- No requirement to demonstrate financial need
- Interest accrues during all periods
- You may pay interest while in school or during grace periods/deferrals or choose to accrue it. Accrued interest will be capitalized.

Loan Type	Borrower Type	Interest Rate	Loan Fee
Direct Subsidized Loan	Undergraduate student	6.39%	1.07%
Direct Unsubsidized Loan	Undergraduate student	6.39%	1.07%

# Federal Parent Plus Loan

- Borrowed by the parent of a dependent undergraduate student enrolled at least half-time at an eligible school;
- May not have an adverse credit history; and
- Must meet the general eligibility requirements for federal student aid. If you are borrowing on behalf of your child, your child must also meet these requirements.
- For Direct PLUS Loans first disbursed on or after July 1, 2025, and before July 1, 2026, the interest rate is 8.94%, fixed for the life of the loan.
- Loan Fees for Direct PLUS Loans disbursed before October 1, 2026 is 4.228%.
  - ***Beginning with the 2026-2027 academic year, parents will be limited to borrowing no more than \$20,000 per child per year. There will also be an aggregate cap of \$65,000 per child.***

# Private Educational Loan Programs

*For a list of lenders that FDU students have used in the past:*

[ELMSelect.com](http://ELMSelect.com)

*View and compare loan products – includes a loan repayment estimator!*

- Always require a credit check and approval/rates based on credit history
- Students require credit-worthy cosigner
- Interest rates may be variable
- Repayment options not as flexible
- Interest accrues immediately

# Appeals & SAP

## **Appeals (Professional Judgement)**

- If there has been a change in your family's financial situation contact the Financial Aid Office.
- Submit a Change in Financial Circumstances Form and supporting info.
- This process can take up to 2 weeks and it's important to keep an eye on your email for communications!

## **Satisfactory Academic Progress (SAP)**

- Students are required to maintain SAP to retain their financial aid.
- For undergraduates, SAP is 2.0 GPA and a credit completion rate of 66.7%.
- A student who is not making SAP requirements may submit an appeal.

# Verification

- You may need to provide additional information to finalize your financial aid.
- Verification requests may come from FDU or from HESAA (Higher Education Student Assistance Authority).
- Verification may impact the amount of your financial aid – submit requested documentation as soon as possible.

# FDU Financial Aid Self-Service



Personal. Global. Transformational.

## Checklist

✓ Completed	Submit a Free Application for Federal Student Aid (FAFSA)
⚠ Action Needed	<a href="#">Complete required documents</a>
⚠ Action Needed	<a href="#">Review and accept your Financial Aid Award Package</a>
⚠ Action Needed	<a href="#">Complete Direct Loan Entrance Counseling</a>
⚠ Action Needed	<a href="#">Sign a Direct Loan Master Promissory Note</a>
✓ Available	<a href="#">Review your Financial Aid Offer Letter</a>

Click here to see what documentation is needed



Then you can upload documents using the manage function here



Select an Award Year: 2025-2026

[✉ Contact Financial Aid Office](#)

Document	Explanation	Due Date	Status	Attachments
Dep Household Size	Complete and return the 2023-2024 Household Size and Number in College Worksheet- Dependent that can be found on the Forms for ... <a href="#">more</a> <a href="#">Financial Aid Documents for Download</a>	Pending Review 06/07/2023	<a href="#">Manage 1</a>	

## Federal Verification

## Log in to your account.

Please identify yourself with a valid username and password.

Students:

Have you:

1. Created a NJFAMS student log-in (below)? This action will create your student account.
2. Clicked the link in the new activation email sent to you after creating your account?
3. Checked your spam filter if you didn't see the activation email in your inbox?

Once you have done steps 1-3, you are ready for your first login.

If you are having trouble logging in, contact [New Jersey Higher Education Student Assistance Authority](#).

User Name:

Password:

 Login

## State Verification

### How to Upload Your NJFAMS Documents



**What You Will Need to Get Started: Log into your NJFAMS account**

Application or Assisted Documentation	Received Date	Action Taken	Doc #
Resident Student Household Verification	01/12/2023	Initial Document	
Nonresident Student Household Income and Resource Statement	01/12/2023	Initial Document	
<input checked="" type="checkbox"/> Free Application for Federal Student Aid (FAFSA)	01/12/2023	Carried	
<input type="checkbox"/> NJD Verification of Non-Filing	01/12/2023	Initial Document	
<input type="checkbox"/> NJD Wage & Income Transcript - Parent	01/12/2023	Initial Document	

**Follow these Three Easy Steps:**

**STEP 1**  
Select Which Required Document You Want to Upload   
Be sure to remember where they are stored on your computer or phone and limit the size to 10 MB each upload.  
Acceptable formats: pdf, docx, bmp, gif, jpg, jpeg, png, rtf, xsl, xslx, xlsx  
Select file(s) to upload:   
Selected file(s): Federal Income Tax Return Transcript.pdf  
Select file(s) to upload:   
Selected file(s):

**STEP 2**  
Click on "Upload Document"   
Select file(s) to upload:   
Selected file(s): Federal Income Tax Return Transcript.pdf

**STEP 3**  
To exit, select "Close"   
Your document has been uploaded successfully. 

 Note: If your document is a jpg and multiple pages, you cannot upload multiple pages at once. You must select each page.

 Your "To Do List" will immediately reflect that your uploaded document is now under review.  
Repeat these three steps for each required document.  
Please allow 15 business days for review of your documents.



 Check back often for updates to your "To Do List" and be sure to read your email in case additional information is required.

# Work Opportunities on Campus

- Work study gives a student a chance to find a job on campus, but not all students are work study eligible. If a student is not work-study eligible that does not mean they can't work on campus! They would just look for jobs called student assist.
- Students can find a job by asking around or talking to the Career Development Center.
- Whether or not a student has work study or plans to work on campus – the amount you owe FDU is the same - work study does not impact your bill.
- If a student works on campus, they earn a bi-weekly paycheck – FDU pays NJ minimum wage.

# Parent Access – Financial Aid

**To discuss general financial aid information –**

- Student completes a FERPA release
  - In Self-Service: click on User Options then FDU FERPA Release

**To allow access to federal tax information –**

- Student and requesting person must appear in person at the Financial Aid Office with photo ID.

# Contact Info

Florham Campus	Metropolitan Campus
Enrollment Services	
973-443-8600 <a href="mailto:esmadfdu@fdu.edu">esmadfdu@fdu.edu</a>	201-692-2214 <a href="mailto:esteafdu@fdu.edu">esteafdu@fdu.edu</a>
Financial Aid	
973-443-8700 <a href="mailto:finaid@fdu.edu">finaid@fdu.edu</a>	201-692-2363 <a href="mailto:finaid@fdu.edu">finaid@fdu.edu</a>

Hours: 9 AM – 5 PM Monday - Friday