FAIRLEIGH DICKINSON UNIVERSITY
Vancouver Campus

CHANGE OF SCHEDULE FORM

GRADUATE ☐
UNDERGRADUATE ☐

TERM: (Please Indicate)
WINTER ☐
FALL ☐
SUMMER ☐
YEAR 20____

STUDENT I.D. NUMBER | LAST NAME | FIRST NAME | MI

HOME ADDRESS | STREET | CITY | PROVINCE | POSTAL CODE

ACADEMIC PROGRAM | E-MAIL ADDRESS | HOME PHONE NO | BUSINESS/CELL PHONE NO

Starting from the first day of the term, dropping or withdrawing from courses has financial implications. Students are responsible for any outstanding balances after drop/withdrawal of course(s). Please read the Tuition & Fees Credit Policy below to understand how tuition credits are applied based on the day you drop or withdraw from course(s).

COURSE(S) TO BE DROPPED		
SUBJ & CAT NO	SECT	CR

COURSE(S) TO BE ADDED				
SUBJ & CAT NO	SECT	COURSE TITLE	DAYS & TIME	CR
			TOTAL CREDITS	0.00

Tuition & Fees Credit Policy

WITHDRAWAL EFFECTIVE DATE	CREDIT AMOUNT
Prior to 1st day of term	100% of tuition and course associated fees
During 1st week of term	90% of tuition
During 2nd week of term	80% of tuition
During 3rd week of term	60% of tuition
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 (or "FDU-Vancouver") 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 Contract, in addition to its other remedies, the University shall have the right to restrict future class registration and withhold enrollment letters, official transcripts, diplomas, and any certificates, to the fullest extent permissible by law.

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

Method of Billing: You understand that FDU-Vancouver 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. You understand that failure to review the eBill does not constitute a valid reason for not paying any bill on time. You acknowledge being able to access the eBill by logging into Self-Service by using the student's FDU-Vancouver NetID and password.

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

By signing below or, if earlier, registering for a course, courses or a program, you understand and agree that you are entering into a contractual agreement ("Contract") with Fairleigh Dickinson University Vancouver (this form constitutes our complete and entire agreement with respect to its subject matter), and you have an obligation to pay tuition, course associated fees, registration and other fees as well as any of the 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.

You are required to comply with applicable policies, including, without limitation, Code of Conduct and safety and health measures as may be updated by FDU-Vancouver from time to time. The student is ultimately responsible for enrolling in the appropriate course and section.

Refunds or the return of tuition and fees for withdrawal only occur in accordance with the tuition and fees credit policy located above. The payment of tuition and fees to the University is solely in exchange for enrollment in courses and the opportunity to earn academic credit upon successful completion of course requirements.

CLASS SCHEDULES, LOCATIONS, COURSE AND PROGRAM REQUIREMENTS, INSTRUCTORS, MODALITIES (E.G., IN-PERSON, REMOTE INSTRUCTION), AND OTHER CLASS AND PROGRAM FEATURES ARE SUBJECT TO CHANGE, WITHOUT ADVANCE NOTICE OR ADJUSTMENT IN TUITION. THE UNIVERSITY RETAINS OTHER RIGHTS IN ACCORDANCE WTH STUDENT BULLETINS AND POLICIES.

The University will not be liable for delays or failures to perform for causes beyond its reasonable control, including, as examples only: power failure, fire, strikes by University employees or others, damage by natural elements, natural disaster, disease, epidemic or pandemic (or the resurgence of any disease, epidemic, or pandemic, including, but not limited to COVID-19 or any other variant), terrorist acts, acts of war, and acts of public authorities, including, without limitation, government orders requiring curtailment or cancellation of in-person instruction, whether or not any of the foregoing is campus-wide or more limited in its impact.

E-Signature: If you are entering into this Contract through electronic signature, you are consenting to enter into this Contract and other contracts between you and FDU-Vancouver (if any) through electronic means. Your consent also extends to amendments, supplementary materials, and other materials that are associated with contracts between you and FDU-Vancouver, including but not limited to information regarding your student account billing, payments, and any delinquent amounts (together with the contracts, collectively referred to as "Communications").

You may withdraw your consent at any time for email Communications by sending an email withdrawing your consent to selfserviceadmin@fdu.edu. No fee will be charged to you for your withdrawal of consent.

By giving your consent you are confirming that you have access to the following necessary hardware and software requirements: (1) A computer, mobile, tablet or similar device with internet access and current browser software and computer software capable of receiving, accessing, displaying, and either printing or storing Communications received from us in electronic form. (2) An email address. (3) Sufficient storage space to save Communications (whether presented online, in e-mails or PDF) or the ability to print Communications. (4) A browser with TLS 1.2 supported and enabled.

FDU-Vancouver uses email and text as an official method of communication with students at the FDU-Vancouver email account assigned to each student, and therefore you are responsible for reading the emails and texts received from FDU-Vancouver, on a timely basis.

Text and Voice: By providing a cellular telephone number to FDU-Vancouver, you authorize FDU-Vancouver, its agents and contractors, to contact you through text and voice regarding Communications and other types of information that FDU-Vancouver may convey from time to time. FDU-Vancouver and its agents and contractors may use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and text messages in their efforts to contact you. You understand, however, that you may withdraw your consent to calls and text messages to your cellular phone by sending an email withdrawing your consent to selfserviceadmin@fdu.edu. Your withdrawal of consent will not affect any communications FDU-Vancouver provided to you prior to your withdrawal or communications that FDU-Vancouver is permitted to continue under applicable law. The consent provisions in this Contract do not waive FDU-Vancouver's right to provide communications to you without your consent to the fullest extent permitted by law.

Paper Copy Option; Updates: If, after you consent to receive Communications electronically, you would like a paper copy of a Communication FDU-Vancouver previously sent to you, you may request a copy by writing to selfserviceadmin@fdu.edu ("Attn: E-Sign Disclosure and Consent Notice"), and FDU-Vancouver will send your paper copy to you by mail at your last address on file with FDU-Vancouver. FDU-Vancouver will not charge you a fee for the copy.

You can update your contact information by writing to FDU-Vancouver at selfserviceadmin@fdu.edu. Please include your student ID number.

BY SIGNING BELOW, YOU ARE ELECTRONICALLY SIGNING THIS CONTRACT. YOU MAY ALSO ENTER INTO THIS CONTRACT BY SIGNING A PHYSICAL COPY. YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO BE BOUND BY THE TERMS OF THIS CONTRACT. IF YOU DO NOT AGREE, YOU SHOULD CLOSE THIS BROWSER SESSION.

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

E.S. USE ONLY

CLERK DATE CR