



## FAIRLEIGH DICKINSON UNIVERSITY

### University Policy for Fall, Spring, and Summer Trimesters

#### **PAYMENT DEADLINE**

Please adhere to payment deadlines and policies established by the University for each trimester. Failure to comply will result in late charges.

#### **FALL, SPRING, AND SUMMER TRIMESTER REFUND SCHEDULE**

Effective Date	Cancellation or Refund
Prior to first day of trimester	100% cancellation of tuition and course associated fees.
During the first week of trimester	90% credit for tuition charges only.
During second week of trimester	80% credit for tuition charges only.
During third week of trimester	60% credit for tuition charges only.
During fourth week of trimester	40% credit for tuition charges only.
During fifth week of trimester	20% credit for tuition charges only.
After 5th week of trimester	NO REFUND OF TUITION AND FEES.
During final two weeks of trimester	WITHDRAWALS FOR THE TERM ARE NO LONGER ACCEPTED.

#### **CANCELLATION CLAUSE**

Any alteration of a student's schedule must be made in writing with the student's signature, to the Office of Enrollment Services. Forms to delete a course(s) or withdraw completely from the University are available in the Campus Office of Enrollment Services. All mail requests for withdrawal must be sent CERTIFIED MAIL with return receipt. NON-ATTENDANCE DOES NOT CONSTITUTE AN OFFICIAL WITHDRAWAL. Only those alterations with an Effective Date prior to the first day of the trimester will be accorded a 100% cancellation of charges.

#### **COLLECTION FEE**

By endorsing this agreement the student has entered into a contractual agreement with Fairleigh Dickinson University and has a financial obligation to pay the expenses incurred in the event the student defaults on his/her financial obligation and the account is submitted to a third party agency for collection, the student will be responsible to pay all collection costs associated with the account as well as the past due balance.

#### **LATE PAYMENT CHARGES**

A late payment charge will be collected at the time any payment (full or partial) is applied to an outstanding balance. Late payment charges will begin at the rate of 2%.

#### **CORPORATE VOUCHER**

All third party corporate vouchers must be submitted at the time of registration.