



Request for Reinstatement of Registration

Students are liable for all fees for courses in which they are enrolled at the end of the drop/add period. A student's course schedule shall be canceled when tuition has not been paid in full or when arrangements for payment have not been made through the Office of Financial Aid or the Cashier's Office by 5 p.m. on the last day to pay fees. A student whose course schedule has been canceled for non-payment may apply for reinstatement of the course schedule to the Office of the Registrar (***during the first 30 days after cancellation***). Reinstatement is based on the payment of all fees, including the \$100 late registration and \$100 late payment fees, which are automatically assessed at the time of reinstatement. Reinstatement will be for all classes enrolled in at time of cancelation.

University Identification Number

Term/Year

Last Name

First

Middle

Permanent Mailing Address

City

State

Zip

Daytime Phone Number

Email Address

Have you requested Reinstatement in the past? **Yes** **No** If Yes, Term(s)/Year(s) _____

Check the condition that applies to this request:

- University error as confirmed in writing by a University official or by an appropriate official University document.
- Illness. Documentation attached.
- Other exceptional circumstances beyond the control of the student. Documentation attached.

Explanation (additional sheets may be attached): _____

Please note one of the following payment methods:

- In person (cash, check, personal debit or credit card at cashier window.**
- Third party credit or debit card via Gulfline (web)**

Student Signature

Date

<i>For Authorized Use Only</i>					
Reinstatement Appeals Committee decision:		<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Date: _____	
OR/Committee Signature/Comment _____			FASO Approval (if appropriate) _____		
Late Fees Added	Amount Paid	Date Paid	Cashier	Reinstated by	Date
Note: Original form to be filed in Office of the Registrar.				Revised 9/8/2009	