



## Petition for Reinstatement – Non-Payment of Tuition

### Things You Need to Know About the Reinstatement Process

- Read the petition carefully, the petition fully explains the reinstatement process.
- A student may petition up to two calendar years (six academic semesters) prior to the date of the request for reinstatement.
- The only allowable criteria for being reinstated:
  - University Error
  - Third Party Adjustment or Correction
  - Extenuating Circumstances Beyond Control of the Student
- If approved for reinstatement, you will need to present your reinstatement letter to the Bursar's Office and are responsible for full payment of tuition, the late payment fee, a late registration fee and any additional prior or current term fees (i.e., library fines, prior term tuition) in order to be reinstated.
- When you are reinstated, it will be the full course load for which you were registered. Not attending the first class session of a course does not constitute officially the dropping of a course. Therefore, you will be responsible for the tuition and fees for all of the classes for which you registered.
- If you do not understand the process, email the [Bursar's Office](#) or visit the office located in the Wellness Center.



**Each term requires a separate petition for requesting reinstatement**

**Print Clearly**

Date \_\_\_\_\_ Reinstatement for \_\_\_\_\_ / \_\_\_\_\_  
TERM YEAR

Name \_\_\_\_\_ Student Id \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City/State \_\_\_\_\_ / \_\_\_\_\_ Zip Code \_\_\_\_\_

Current Classification **FR**      **SO**      **JR**      **SR**      **GRAD**      Major \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_ Degree Type \_\_\_\_\_

**Criteria for Reinstatement**

- A. University error or delay, which precludes timely registration, as confirmed in writing by an appropriate university official or by an appropriate official university document.
- B. Third Party Performance such as:
  - a. Involuntary call to active military duty or return from active duty that precludes timely registration, as confirmed by military orders.
  - b. Third party responsibility for tuition payments.
  - c. Other third party performances which preclude timely registration.
- C. Clearly stated extenuating circumstances, beyond the control of the student that precluded timely registration or payment of tuition.

***Provide the following information and attach additional necessary information***

**Written Statement of Extenuating Circumstances**

**Instructions:** Clearly state the extenuating circumstance that you believe caused you to not meet the regular scheduled university payment or reinstatement deadlines.

- A. Be specific:
  - a. Indicated date/time period; i.e., semesters involved.
  - b. Indicated how the circumstances prevented you from meeting the payment/reinstatement deadline.
  - c. Provide pertinent details. Use additional paper if necessary.
- B. Attach documentation (see below) that validates you statements.
- C. Sign and date your petition.



