# REQUEST FOR REINSTATEMENT OF REGISTRATION
## (AFTER DROP FOR NON-PAYMENT OF FEES AND TUITION)

**Office of the Registrar**
907-474-6300 • 877-474-6046
uaf-registrar@alaska.edu

Students are liable for all tuition and fees for courses in which they are enrolled at the end of the drop/add period. A student's course schedule may be canceled when the account has not been paid in full or when arrangements for payment have not been made through the Office of the Bursar on the last day of fee payment. 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 5 business days after cancellation without instructor signature***. Reinstatement is based on the payment of all fees, including the $100 reinstatement and $125 late payment fees, which are automatically assessed at the time of reinstatement. Reinstatement will be for any or all classes enrolled in at the time of cancellation, provided those classes have not since filled to capacity.

Student name _____ UA ID _____

Mailing address _____ Phone number _____

City _____ State _____ Zip _____ Email address _____

| CRN | DEPT | COURSE | SECTION | COURSE TITLE | *INSTRUCTOR SIGNATURE (Required after 5 business days) |
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By completing this form, I declare that I:

- want to be placed back into my originally scheduled classes listed above,
- understand I will be required to pay the $125 late fee and the $100 reinstatement fee,
- understand these fees cannot be waived or appealed under any University process,
- understand my housing and/or meal plan privileges will be in jeopardy until all fees are paid.

I further understand that I am responsible for payment of all tuition and charges associated with the course(s) to which I am reinstated. I agree to pay all charges within five (5) business days after reinstatement. Those charges include, but are not limited to, tuition, fees, housing, meal plans and any additional fees incurred as a result of this reinstatement.

I also understand that I may not be automatically dropped from these courses once reinstated and I cannot file an appeal at a later date for these charges. I agree to pay any attorney fees and other reasonable collection costs necessary for the collection of any amounts owed to UAF if my account goes unpaid.

Finally, I understand that if I do not pay, the university may garnish my Permanent Fund Dividend under Alaska Statutes 14.40.251 and 43.23.073.

**Student Signature** _____ **Date** _____

Records/processing: _____ Date: _____