



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 who have been dropped for non-payment may request to be reinstated in the courses from which they were dropped by submitting this form.

- Students need to first meet with the Office of Financial Aid to discuss payment and financial aid options, even if not receiving financial aid.
- Students can choose to be reinstated in any or all classes from which they were dropped for non-payment, provided the classes have not since filled to capacity.
- If this form is submitted within 5 business days of being dropped for non-payment the instructor's permission is not required.
- After 5 business days from being dropped, students may be reinstated into courses with instructor signature.
- If reinstated, students are responsible for payment of all tuition and fees, including the \$100 reinstatement fee and \$125 late payment fee.
- The deadline to reinstate into courses after being dropped for non-payment is the same as the last day to withdraw on the academic calendar.

Student name _____ UA ID _____

Email address _____ Phone number _____

CRN	DEPT	COURSE	SECTION	COURSE TITLE	*INSTRUCTOR SIGNATURE (Required after 5 business days)

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 also understand that I will 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.

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.

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 _____

Notes:

The Office of Financial Aid met with the student and:

- Can confirm that the student is aware of their financial aid and payment options.
- Can confirm that the student is not receiving financial aid through UAF.

Financial Aid processing: _____ Date: _____

Records processing: _____ Date: _____