

Request for Reinstatement to Class after DROP for NON-PAYMENT

Students are responsible for all tuition and fees for courses in which they are enrolled at the end of the 100% refund period. Students will be dropped for non-payment if they have not paid in full or made payment arrangements through the Cashier's Office or the Office of Financial Aid within two days of registering for classes. PLEASE NOTE THAT NO REINSTATEMENTS WILL BE PROCESSED AFTER MIDTERM.

NOTE TO THE STUDENT

Please note that the instructor may disapprove the petition if he/she estimates that the student has missed too much course content to have a strong probability for success in the class. Follow these steps and use this form to complete the reinstatement process:

1. Complete a separate form for each class for which you are petitioning reinstatement.
2. Obtain the signature from your instructor(s) verifying that you have been attending class. Instructor's approval is required.
3. Take this completed form to the Welcome Center (B-100) to register for classes.
4. Pay for your classes through MyTriton portal or the Cashier's Office. If you receive financial aid, you should notify your financial advisor immediately. Failure to complete this step will result in being dropped again for non-payment.

_____	_____	
Colleague ID	Term/Year	

Last Name	First	Middle
_____		_____
Permanent mailing address		

_____	_____	
Daytime Phone Number	Email address	

COURSE INFORMATION				
Please complete a separate petition for each class for which you are seeking reinstatement.				
_____	_____	_____	_____	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Course Abbreviation	Course Number	Course Section	Date of First Time Registration	Instructor Signature*
<i>Example: MAT</i>	<i>122</i>	<i>001</i>	<i>1/10/14</i>	_____

***NOTE TO INSTRUCTORS.** Please ONLY approve this reinstatement if the student has attended your class since the beginning of the semester AND SPACE IS STILL AVAILABLE.

<p>TO AVOID BEING DROPPED FOR NON-PAYMENT, PLEASE MAKE SURE THAT</p> <ol style="list-style-type: none"> 1. Your payments are <u>up to date</u>. If for some reason you think that you cannot keep up to date with your payments, please arrange for a tuition payment plan. 2. You do not have any <u>outstanding balances</u> (lab fees, materials fees, etc.). 3. Check with the Office of Financial Aid for the status of your application if you have one on file. Note that an application for financial aid <u>alone</u> does not constitute proof of payment.
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