Northwestern State University
A member of the University of Louisiana System
Natchitoches, Louisiana 71497

Debt Appeal Form

Instructions:
1. Fully complete and return Appeal Form
2. Attach appropriate documentation to support the Appeal

Section 1: To be completed by Appellant PLEASE PRINT ALL INFORMATION

_____ _____ _____
Name Social Security Number Local Telephone Number

_____ _____
Current local address: Box Number/Street Name & Number City, State, Zip Code

Last Semester of Attendance: ____Fall ____Spring ____Summer ___N/A

Semester Debt Occurred:_____

APPROPRIATE LETTER AND DOCUMENTATION MUST ACCOMPANY APPEAL FORM
Appropriate forms of documentation may include, but are not limited to, the following:

Prior Year Tax Returns	Proof of Employment
Proof of Academic Progress	Copy of College Diploma
Birth Certificates	Proof of Financial Hardship
Military Service Records	

Please make sure to give a concise and complete explanation/justification for the appeal and attach any appropriate documentation relevant to the situation.

_____ _____
Date Signature of Appellant

Return Completed Appeal Form and appropriate documentation to the One Card Office, St. Denis Hall, Northwestern State University, Natchitoches, Louisiana 71497 or fax to 318-357-5279.

Section 2: Receipt of Appeal Form (to be completed by the One Card Office)

Appeal Form Received by: _____ Date Received:_____ Time:_____

Section 3: Committee Action (to be completed by Committee Coordinator)

Meeting held on:_____
Committee Action: _____ Approved _____Denied _____Pending

Comments:_____

_____ _____
Signature, Committee Coordinator Date

* An appeal of the committee's decision will be considered by the Director of Auxiliary Services only if submitted in writing within ten (10) calendar days of the committee's decision. The Director of Auxiliary Services reserves the right to ask the committee to reconsider an appeal only when the appellant provides new or additional information of cause or extenuating circumstances, or additional documentation since the original appeal was considered by the committee.