



Northwestern State University Registration Access Appeals Committee

APPLICATION TO APPEAL:
EARLY REGISTRATION CANCELLATION FOR A PREVIOUS BALANCE
REGISTRATION WITH A PREVIOUS BALANCE
INSTALLMENT PLAN CHARGES
LATE REGISTRATION CHARGES
LATE PAYMENT CHARGES

Please Print All Information
(Please read instructions on the back of this appeal)

Name _____

E-mail address _____

Current Local Address: Box Number/Street Name & Number _____

Local Telephone Number _____

City, State, Zip Code _____

Classification _____

Early Registration Cancellation for a Previous Balance or Registration with a Previous Balance

- Early Registration Cancellation for a Previous Balance _____
(Specify Dates)
- Registration with a Previous Balance _____
(Specify Dates)

Appropriate documentation may include, but not limited to the following: (1) Tax returns (2) Letter from employer verifying your employment (3) Proof of wages or previous pay stubs showing number of hours per week you work and rate of pay (4) Verification of other source of income (Example: child support, alimony, and any type of assistance such as: state, federal, parents, friends, etc.).

- (1) Prior balance _____.
- (2) Amount you will pay on _____.
(Specify Dates)
- (3) Date on which total balance will be paid _____.
- (4) Proof of ability to pay by due date is attached. Yes No

(Documentation to show how balance will be paid must be attached)

Installment Plan, Late Registration, or Late Payment Charges

- Installment Plan Charge for _____
(Specify Semester, Year)
- Late Registration Charge for _____
(Specify Semester, Year)
- Late Payment Charge for _____
(Specify Dates)

Reason for appeal:

Signature of Appellant

Date

Student ID or Social Security Number

COMMITTEE ACTION (To be completed by Committee Coordinator)

Reason(s) for Denial

- Lack of documentation
- Student's responsibility
- Insufficient justification
- Lack of demonstration of ability to pay by due date
- Financial Aid paperwork not submitted in a timely manner
- Other: _____

Committee Action

- Appeal Approved
- Appeal Denied

Signature, Committee Coordinator

Date

INSTRUCTIONS

- (1) Fully complete and return application to the One Card Office, St. Denis Hall, Northwestern State University, Natchitoches, LA 71497 or fax to: 318-357-5279.
- (2) In addition to this appeal application, you must provide documentation to support your basis for appeal or to demonstrate an ability to pay the entire previous balance by the 7th class business day of the semester.

Note: If an appeal to register with a previous balance is approved, current semester financial aid will not be disbursed until the previous semester's balance is paid in full. The appellant will be resigned from classes should he/she fail to pay the entire previous balance by the 7th class business day of the semester. Installment, late registration, and late payment charges will be applied in accordance with policy.

REGISTRATION CANCELLATION FOR A FINANCIAL BALANCE

A student who owes the University a financial balance must pay that balance in full in order to attend classes. If the student has a financial balance that is not paid, early registration for the next semester or summer session will be cancelled.

A student who owes a balance from a previous semester or summer session and who, because of extenuating circumstances that can be documented, is unable to pay the balance in full, may appeal the cancellation of early registration to an appeal committee. In addition to the appeal, the appellant must demonstrate ability and pay the entire previous balances by the 7th class business day of the semester. If an appeal for early registration cancellation for a previous balance is approved, current semester financial aid will not be disbursed until the previous semester's balance is paid in full. The appellant will be resigned from classes should he/she fail to pay the entire previous balance by the 7th class business day of the semester. Installment, late registration, and late payment charges will be applied in accordance with policy.

REGISTRATION WITH A PREVIOUS BALANCE

A student who owes a balance from a previous semester or summer session and who, because of extenuating circumstances that can be documented, is unable to pay the balance in full may appeal. In addition to the appeal, the appellant must demonstrate ability and pay the entire previous balances by the 7th class day of the semester. If an appeal to register with a previous balance is approved, current semester financial aid will not be disbursed until the previous semester's balance is paid in full. The appellant will be resigned from classes should he/she fail to pay the entire previous balance by the 7th class business day of the semester. Installment, late registration, and late payment charges will be applied in accordance with policy.

INSTALLMENT PLAN CHARGES

A student may elect to pay certain fees, room charges, meal charges, etc. in installments as allowed by the current Installment Policy. The student electing to pay installments instead of in full will be charged a \$85 per semester/session NON-REFUNDABLE Installment Charge.

Any student electing to a pay in installments will be charged the \$85 Installment Charge including University student workers, graduate assistants, full-time and part-time employees, etc.

Any student who has not paid his/her cost of attending the University or has not selected an installment plan by the last day of the Natchitoches campus registration/fee payment process will be assigned an installment plan and will be assessed the \$85 per semester/session NON-REFUNDABLE Installment Charge.

Any student who is not on an approved installment plan and increases registration fees, room charges, meal charges, etc., after the registration/fee payment process or whose financial aid is reduced, and does not pay the increase in full by the bill DUE DATE, will be assigned an Installment Plan and charged the \$85 per semester NON-REFUNDABLE Installment Charge.

LATE REGISTRATION FEES

The University will publish an Academic Calendar in the Schedule of Classes of each semester and summer session. This calendar will provide dates for registration for classes. Any student who fails to complete the registration process during regular registration will be assessed a \$60 NON-REFUNDABLE Late Registration Charge on the first day of classes.

LATE PAYMENT CHARGES

Any student who does not pay the Installment or Total Amount Due by each due date will be assessed a NON-REFUNDABLE Late Payment Charge of \$45 per billing cycle within the current semester of enrollment.

All accounts must be paid in full by the last day of the semester or summer session. Accounts not paid by the last day of the semester or summer session will be referred to the University's contracted collection agency and a major credit bureau. A HOLD will be placed on the registration and transcript processes until the account is paid in full.

The Installment Charge and Late Payment Charge can be waived by the University's Director of Student Financial Aid when the university has awarded ESTIMATED financial aid (anticipated aid) or caused a delay in the processing of a student's financial aid and the awarded financial aid is enough to cover the full unpaid balance.