



Summer Session

Application for Reinstatement

Please see instructions for submitting this form on other side.

Must be completed by the close of business on _____ in order to be considered.
No reinstatements will be considered after the Monday of the final week of the session.
Failure to complete all steps may result in student not receiving grade and credit for class.

1 Student completes this section:

Date _____

Name _____
Last First M.I. NSHE #

Local Address _____
Number and Street City State Zip

Phone _____ Email _____

Instructor signatures are required and must be obtained by student.

1. _____
Course subject & number Section number Credits Instructor's signature approval Date

2. _____
Course subject & number Section number Credits Instructor's signature approval Date

2

Summer Session use only

Approved Tuition plus: \$175 reinstatement late fee

Signature

Date

3

Cashier use only

Student has paid fees for class(es) above (any outstanding delinquent fees must also be paid at this time).

Signature

Print Name

Date

4

Admissions & Records use only

Student has been reinstated.

Signature

Print Name

Date

Reinstatement Form Instructions

Step 1:

Fill out the front of this Application for Reinstatement form and **obtain the appropriate signatures from your instructor(s)**.

Step 2:

Hand-deliver the completed form to the Summer Session Office, located in the Continuing Education Building, 1041 N. Virginia St., Room 225. Wait for the Director of Summer Session to sign this form.

Step 3:

If your request for reinstatement is approved by the Summer Session Office, proceed to Cashier's, Fitzgerald Student Services Building, 3rd floor, to pay tuition, reinstatement and late fees (as well as any delinquent fees).

Note: The reinstatement fee will be a total of \$175.00 (consists of \$75 late fees and \$100 reinstatement fee). Please note that if you fail to pay in full, you are at risk of being purged again.

Step 4:

Take the reinstatement form to Admissions & Records, Fitzgerald Student Services Building, 2nd floor, to be added back into the class.

Please retain a copy of this form and all other submitted materials for your records.

Summer Session Summer Hours: 7 a.m.–5 p.m.

Cashier's Office Summer Hours: 8 a.m.–5 p.m.

Admissions & Records Summer Hours: 8 a.m.–5 p.m.