



## **Petition for Reinstatement – Non-Payment of Tuition**

### **Things You Need to Know About the Reinstatement Process:**

- ❑ Students should read the petition carefully for explanation of the reinstatement process.
- Failure to pay course fees by the established deadline results in cancellation of the student’s schedule due to non-payment of fees pursuant to Florida Board of Governors regulation 7.002(7) and Florida Polytechnic University Regulation FPU-4.004 (5)
- ❑ To be considered for reinstatement the student must submit this completed form to the Registrar.
- ❑ This form can only be used by students withdrawn from the current term for non-payment of fees.
- ❑ Students may petition for reinstatement up until the end of the 4<sup>th</sup> week of classes.
- ❑ To be eligible for reinstatement a student must have had positive attendance up until the time he/she was withdrawn from courses.
- ❑ If approved for reinstatement the student is responsible for full payment of tuition, associated fees, the late payment fee, a late registration fee and any additional prior or current term fees (i.e. library fines, prior term tuition) prior to being placed back in their courses.
- ❑ Pending financial aid will not be considered an acceptable form of payment for reinstatement.
- If a student’s petition is approved and payment is made, the student will be re-enrolled in all courses withdrawn from their schedule for non-payment of fees. Students cannot use this form to request partial re-enrollment. If approved, the entire schedule must be paid and will be reinstated.
- ❑ Students will be sent an email on the status of their petition to their University provided email. Students with an approved petition and will have within 3 business days to make payment with Student Business Services. Once payment has been made, Student Business Services will send notification to the Registrar to have the student placed back in their courses. If the student does not pay within three business days of receiving their approval notification, their petition will be subject to denial by the Registrar.



