

Petition for Reinstatement - Non-Payment of Tuition

Things You Need to Know About the Reinstatement Process

- Read the petition carefully! It fully explains the reinstatement process.
- A student may petition up to two calendar years (six academic semesters) prior to the date of the request for reinstatement.
- The only allowable criteria for being reinstated:
 1. University error
 2. Third Party Adjustment or Correction
 3. Extenuating Circumstances Beyond Control of the Student
- If approved for reinstatement, you need to present your reinstatement letter to the Bursar's Office and are responsible for full payment of tuition, the late payment fee, a late registration fee and any additional prior or current term fees (i.e., Library fines, prior term tuition) in order to be reinstated.
- When you are reinstated, it will be for the full course load for which you were registered. Not attending the first class session of a course does not constitute officially the dropping of a course. Therefore, you will be responsible for the tuition and fees for all of the classes for which you registered.
- If you don't understand the process, please ask! We are located in the Wellness Center.

You must fill out a separate petition for each term you are requesting reinstatement

Please Print Clearly

Date: _____ Reinstatement for: _____ / _____
Term Year

Name: _____ ID #: _____

Address: _____ Telephone: _____

City/State _____ / _____ Zip Code: _____

Current Classification: FR SO JR SR GRAD Major: _____

Anticipated Graduation Date: _____ Type of Degree: _____

Criteria for Reinstatement:

(a) University error or delay, which precludes timely registration, as confirmed in writing by an appropriate University official or by an appropriate official University document.

(b) Third Party Performance such as:

- 1) Involuntary call to active military duty or return from active duty that precludes timely registration, as confirmed by military orders.
- 2) Third party responsibility for tuition payments.
- 3) Other third party performances which preclude timely registration.

(c) Clearly stated extenuating circumstances, beyond the control of the student that precluded timely registration or payment of tuition.

Provide the following information, using the other side of this form, and attach additional necessary information.

Written Statement of Extenuating Circumstances:

Instructions: Clearly state the extenuating circumstances that you believe caused you to not meet the regular scheduled University payment or reinstatement deadlines.

A) *Be specific:*

- Indicate date/time period; i.e., semesters involved.
- Indicate how the circumstances prevented you from meeting the payment/reinstatement deadlines.
- Provide pertinent details. Use additional paper, if necessary.

B) *Attach documentation (see below) that validates your statements.*

C) *Sign and date your petition.*

Attach Documents Validating the Extenuating Circumstances:

Documentation may include, but is not limited to, one or more of the following:

- A copy of military orders.
- A copy of a letter, or other documentation of third party responsibility and delay in paying tuition.
- A written, notarized statement from your parent, clearly stating the circumstances and time period during which a personal or family problem occurred.

Reinstatement Process:

Your petition will be reviewed within ten (10) working days from the date your petition is received. You will be sent written notification of the results of our review. If you are reinstated, you must take your letter acknowledging your reinstatement to the Bursar's Office, located in the Wellness Center, with full payment and any additional fees owed. If you have financial aid ready to be picked up at the University, just give the Bursar's Office your letter. It takes approximately ten

(10) days for the computer system to be updated with your full schedule of classes.

The completed petition with all supporting documentation can be submitted in person to the Bursar's Office, faxed to 863-874-8500, or mailed to this address:

Florida Polytechnic University

Bursar's Office

4700 Research Way

Lakeland, FL 33805-8531

Statement of Extenuating Circumstances:



Bursar's Office
863.874.8406 | Room 1103
4700 Research Way
Lakeland, FL 33805-8531
bursar@FLPoly.org

Signature: _____ Date: _____