



# NORTHWESTERN STATE

## Office of the Registrar

Student Services Center  
 Natchitoches, LA 71497  
 T: 318.357.6171  
 800.807.8849  
 F: 318.357.5823  
 Website: nsula.edu/registrar  
 Email: registrar@nsula.edu

### Retroactive Cancellation Request Form

Appeal applications must be submitted within the academic calendar year of the term being appealed.

Print Your Name \_\_\_\_\_

Classification \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

Telephone Number/Cell Number \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

E-mail address (Decision will be sent to this e-mail) \_\_\_\_\_

Students with extenuating circumstances who are or were not able to complete the semester may use this form to appeal for a retroactive cancellation of their tuition/fee charges. Extraordinary cases DO NOT include dissatisfaction with a grade, instructor, content of the course, belated decision to change a major, or lack of knowledge about refund policies.

Return the completed form and documentation to the University Registrar's Office, Student Services Center, Suite 308, Northwestern State University, Natchitoches, LA 71497. You may also fax the form and documentation to (318) 357-5823.

**Please read this very important note:**

Approval of a retroactive cancellation is only applicable to the debt owed directly to Northwestern State University. If a legal judgment has been obtained by the Louisiana Department of Justice-Collections Section for the debt being cancelled in association with a retroactive cancellation, the student will be responsible for paying the Louisiana Attorney General's Office any and all collection costs, court costs, attorney fees, dismissal fees and any other costs associated with the judgement.

**PLEASE NOTE: APPEAL APPLICATIONS MUST BE SUBMITTED WITHIN THE ACADEMIC CALENDAR YEAR OF THE TERM BEING APPEALED.**

List the semester and year that you are appealing: Semester/Year: \_\_\_\_\_

How were your fees paid during the semester? (Check one) \_\_\_\_\_ Out of Pocket  
 \_\_\_\_\_ Financial Aid/Scholarships, Exemption

Specify reason(s):  
 \_\_\_\_\_ Never Attended                      \_\_\_\_\_ Medical Hardship                      \_\_\_\_\_ Death of an Immediate Family Member  
 \_\_\_\_\_ National Defense                      \_\_\_\_\_ Financial Hardship                      \_\_\_\_\_ Natural Disaster or Traumatic Event  
 \_\_\_\_\_ Financial Aid                      \_\_\_\_\_ Stopped Attending (Last date of attendance) \_\_\_\_\_

**Please read each of the following before you submit your appeal:**

- (1) You should include any dated documentation to support your circumstances. The committee will make a decision based upon the specific dates indicated on your documentation.
- (2) Appeal applications must be submitted within the academic calendar year of the term being appealed.

(Attach a brief typed-written note if needed -- handwritten notes will not be accepted)

Signature of Appellant \_\_\_\_\_

Student ID \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\* For Office Use Only \*\*\*\*\*

Meeting Date:	Decision: Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Decision Based On:	Date Decision E-mailed:
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## STATUTE OF LIMITATIONS:

Appeal applications must be submitted within the academic calendar year of the term being appealed.

### READ ALL INFORMATION BEFORE SUBMITTING YOUR APPEAL

#### Allowable Reasons for Submitting the Appeal:

- 1. NEVER ATTENDED** – Cancellation of **all classes** based on documented proof that the student never attended any classes within the academic calendar year of the term being appealed.
- 2. NATIONAL DEFENSE** – Cancellation of **all classes** on the Board of Regent’s policy. The student must provide a copy of official military orders or a letter from his or her commanding officer.
- 3. FINANCIAL AID** – Cancellation of **all classes** based on documented proof that the student’s financial aid was denied or canceled during the first 21 class days. Documentation from the Financial Aid Office will be required.
- 4. MEDICAL HARDSHIP** – Cancellation of **all classes** based on documented proof that illness/injury caused the student to miss a significant number of days making it difficult to cancel registration by the published deadline. Documentation must be on official stationery from the attending physician stating that the illness or injury rendered the student unable to cancel registration by the published deadline. A hospital bill may also be submitted.
- 5. FINANCIAL HARDSHIP** – Cancellation of **all classes** based on documented proof of financial hardship. Appropriate documentation may include, but is not limited to, the following: Tax returns, letter from employer verifying your employment, proof of wages or previous pay stubs showing number of hours per week you worked and rate of pay, verification of other source of income such as child support, alimony, unemployment documentation, and any type of assistance from the state, federal, parents, friends, etc.
- 6. STOPPED ATTENDING** – Cancellation of **all classes** based on documented proof that the student stopped attending all classes during the first seven days of classes; one day after the last day to register for classes (fall or spring semester); or the first four days of short sessions less than eight weeks within the academic calendar year of the term being appealed.
- 7. DEATH OF AN IMMEDIATE FAMILY MEMBER** – Cancellation of **all classes** based on death in student’s immediate family that rendered the student incapable to cancel registration by the published deadline. Documentation may include but not limited to the following: hospital bill or letter on official stationery from an attending physician, accident report, death certificate, or obituary.
- 8. NATURAL DISASTER OR EXCEPTIONAL TRAUMATIC EVENT** – Cancellation of **all classes** based on documented proof of the disaster or traumatic event.

Once the completed appeal packet has been received in the Office of the Registrar, the University Registrar’s Office will verify attendance information that is on file and consult with other administrative offices (Financial Aid, Veteran’s Affairs, Student Accounting, etc.) as needed. The Office of the Registrar will then prepare all documents for review by the Registration, Credits, and Graduation Council on a designated meeting date.

At the meeting, the Registration, Credits, and Graduation Council members will discuss the appeal requests in great detail, and vote to approve or deny the appeal. If the appeal is denied, the Registrar reserves the right to ask the Council to reconsider an appeal only when the appellant provides new or additional information and documentation to support the cause or extenuating circumstances within ten (10) calendar days of the Council’s decision.

The Registrar’s Office prepares minutes of the Council’s approved/denied action for each appeal and submits them to the Acting Provost and Vice President for Academic Affairs for final approval. After the Acting Provost and Vice President for Academic Affairs signs, dates, and returns the minutes to the University Registrar’s Office, the approved/denied action for each appeal is processed by the University Registrar’s Office. The student will then be notified via U.S. mail of the decision.