

**NORTHWESTERN STATE UNIVERSITY
STUDENT ACCOUNT ADJUSTMENT WORKSHEET**

**Business Affairs
Reference Number** _____

DATE: _____ STUDENT ID: _____ TERM CODE: _____

STUDENT NAME: _____
LAST FIRST MI

REGISTRAR'S SECTION

SCREEN *SFAREGS*: WITHDRAW CODE _____ WITHDRAW DATE _____ REMAINING HOURS _____

REASON FOR MANUAL ADJUSTMENT:

Cancellation – 100% ____ Resignation – 100% ____ Resignation – 75% ____ Resignation – 50% ____ Other _____

COMMENTS: _____

PREPARED BY: _____ DATE: _____

STUDENT FINANCIAL AND SCHOLARSHIPS SECTION

ACTION TAKEN: _____

PREPARED BY: _____ DATE: _____ REVIEWED BY: _____ DATE: _____

REVIEWED BY SCHOLARSHIPS: _____ DATE: _____

BUSINESS AFFAIRS SECTION

ATTACH COPIES OF SCREEN *TSAAREV* AND *TZIBSUM* BEFORE AND AFTER MANUAL ACCOUNT ADJUSTMENTS

BEGINNING BALANCE: _____

ADJUSTMENT: _____ (Detail code: WCA1)

ADJUSTMENT: _____ (Detail Code, WCA2)

ENDING BALANCE: _____

COMMENTS: _____

PREPARED BY: _____ DATE: _____

REVIEWED BY: _____ DATE: _____

Original – Registrar First Copy – Financial Aid Second Copy – Business Affairs