

**NORTHWESTERN STATE UNIVERSITY  
REGISTRATION ACCESS APPEALS COMMITTEE  
APPLICATION TO APPEAL:**

**Installment Plan Charges - Late Registration Charges - Late Payment Charges**

**Please read all instructions! Documentation to support your reason for appeal is required.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Current Local Address: Box Number/Street Name & Number

\_\_\_\_\_  
Local Telephone Number

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

\_\_\_\_\_  
Classification

**Charge(s) Appealing:**

Installment Plan Charge for \_\_\_\_\_  
(Specify Semester, Year)

Late Registration Charge for \_\_\_\_\_  
(Specify Semester, Year)

Late Payment Charge for \_\_\_\_\_  
(Specify Dates)

**Reason for Appeal:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID or Social Security Number

**COMMITTEE ACTION**  
(To be completed by Committee Coordinator)

**Reason(s) for Denial**

Lack of documentation  
 Insufficient justification

Student's responsibility  
 Other: \_\_\_\_\_

**Committee Action:**

Appeal Approved

Appeal Denied

\_\_\_\_\_  
Signature, Committee Coordinator

\_\_\_\_\_  
Date

**Fully complete and return application to the Auxiliary Services Office  
by faxing to 318-357-6586 or emailing to [auxiliaryservices@nsula.edu](mailto:auxiliaryservices@nsula.edu).**