

**NORTHWESTERN STATE UNIVERSITY
REGISTRATION EXCEPTION APPLICATION
Early Registration Cancellation for a Previous Balance - Registration with a Previous Balance**

Name _____
Student ID Number

Email Address: _____
Telephone Number

This is a 2-page document. Please read each page of this application before signing and returning page 1. The registration exception process is meant to allow students to continue their education while actively participating in a repayment plan to the University. The goal is to continue to pay your past debt while ensuring your current debt is covered. **Therefore, one of your first steps in a successful exception is to complete a FAFSA and all other financial aid required documents.**

Previous Semester Balance: Please note that applications cannot be processed until Financial Aid eligibility is known.

(1) Prior Balance Amount \$ _____

(2) Monthly Repayment Amount \$ _____

Previous balance must be paid by end of semester you are registering for. If payments are not made – your ability to register for future semesters with more than a \$200 balance could be denied.

Current Semester:

(1) Which semester do you plan to attend: Fall _____, Spring _____, Summer _____ *Please select only one, you must reapply each semester your balance exceeds the maximum registration amount.

(2) Number of hours you plan to enroll in current semester _____

(3) Method to pay current semester debt. Please check one:

Financial Aid Funds (Must have completed a FAFSA and other NSU Financial Aid Required Documents, even if you feel you are not eligible).

Type and Amount of Financial Aid _____

Other (please explain) _____

Please include any additional information regarding payment of your Previous and current semesters:

Signature of Appellant **Date** _____
Student ID Number

If your application is approved, a signed promissory agreement must be received prior to registering for classes. This will confirm that you understand and agree to your financial obligation and the terms of your approved exception status. To submit, please e-mail your completed application to exceptionapp@nsula.edu.

Note: If an exception to register with a previous balance is approved, and student is eligible for financial aid, Northwestern State University will apply your aid in the following ways:

- **Non-title IV aid will be applied to any balance, current or previous**
- **Title IV aid will be applied to any current aid year balance. Title IV aid cannot be used to pay a balance greater than \$200 from a previous aid year. Students with Financial Aid greater than current award year charges will receive a balance check. These students are encouraged to pay any previous award year balance upon receipt of any refund as part of their payment plan documented in their exception plan. Failure to do so may result in future exception being denied.**

Additionally, installment, late registration, and late payment charges will be assessed and collection placement including any collection cost and credit bureau reporting submitted in accordance with University policy regardless of an approved exception.

Registration with a Previous Balance of more than \$200 Exceptions: A student who has early registered or who wants to register but owes a financial balance of more than \$200 from a previous semester and who, meets one of the exception criteria, may complete the Exception Registration Access Application to avoid early registration cancellation or to register owing a previous balance of more than \$200. **Additionally, installment, late registration, and late payment charges will be assessed and collection placement including any collection cost and credit bureau reporting submitted in accordance with University policy regardless of an approved exception. If approved, the student may register or remain enrolled in classes for the current term.**