

NORTHWESTERN STATE UNIVERSITY
REGISTRATION ACCESS APPEALS COMMITTEE
APPLICATION TO APPEAL:

Installment Plan Charges - Late Registration Charges - Late Payment Charges

Please read all instructions! No appeal form is needed for a student appealing installment plan or late payment charges due to (1) medical hardship for themselves or an immediate family member (parents or siblings) or (2) for military service. In those cases, please email studentaccounting@nsula.edu with a brief description of the circumstances.

Name

E-mail address

Current Local Address: Box Number/Street Name & Number

Local Telephone Number

City, State, Zip Code

Classification

Installment Plan, Late Registration, or Late Payment Charges

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 One Card Office, 3rd Floor, Student Services Center, Northwestern State University, Natchitoches, LA 71497 or fax to: 318-357-5279.