

**NORTHWESTERN STATE UNIVERSITY  
REGISTRATION ACCESS COMMITTEE  
REGISTRATION EXCEPTIONS APPLICATION:  
Early Registration Cancellation for a Previous Balance - Registration with a Previous Balance**

<b>Name</b>	<b>Student ID Number</b>
<b>Current Local Address:</b>	<b>Telephone Number</b>
<b>City, State, Zip</b>	<b>Email Address</b>

**Repayment Commitment to Register with a Previous Balance:**

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 reduce 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:** If an exception to register with a previous balance is approved, and student is eligible for any Financial Aid, Please see information below on how aid will be applied regardless of monthly payments listed.

(1) Prior Balance Amount \$ \_\_\_\_\_

(2) Monthly Repayment Amount \$ \_\_\_\_\_

If payments are not made – your ability to register for future semesters with more than a \$2,000 balance could be denied.

**Current Semester:**

(1) Which semester do you plan to attend: Fall \_\_\_\_\_, Spring \_\_\_\_\_, Summer \_\_\_\_\_

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

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

- University Predetermined Installment Plan Schedule (three monthly payments).
- 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 \_\_\_\_\_

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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.

Complete all necessary paperwork for financial aid, including but not limited to a FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)).

Any non-title IV aid will be applied to any current or previous balance

**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 \$199.99 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.**

**Early Registration Cancellation for a Previous Balance of more than \$2,000:** A student who has early registered and owes a financial balance of more than \$2,000 from a previous semester must pay the previous balance to \$2,000 or less in order to attend classes. If a student has a financial balance of more than \$2,000 that is not paid to \$2,000 or less, early registration will be **cancelled** prior to the first day of classes unless an exception has been approved. **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**

**Early Registration Cancellation or Registration with a Previous Balance of more than \$2,000 Exceptions:** A student who has early registered or who wants to register but owes a financial balance of **more than \$2,000** 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 \$2,000. **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**

**Early Registration or Regular Registration with a Previous Balance of \$2,000 or Less:** A student who owes a financial balance of **\$2,000 or less** from a previous semester may register or remain enrolled in classes for the current term. However, the student must maintain an account balance of \$2,000 or less by the end of the last day of the current semester to avoid future term early registrations cancellation or being able to register for future terms. **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**

Financial Aid cannot be used to pay Lab School or CDC balances. These balance must be paid in full in order to clear the registration and transcript holds resulting from this balance on students, faculty, or staff accounts.

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

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Signature of Appellant

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Date

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Student ID Number