

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

Name E-mail address

Current Local Address: Local Telephone Number

City, State, Zip

Repayment Commitment to Register with a Previous Balance:

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 \$ _____ (Balance should be paid within 24 months).

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

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

University Predetermined Installment Plan Schedule (three monthly payments).

Financial Aid Funds (Must have completed a FASFA and other NSU Financial Aid Required Documents).

Type and Amount of Financial Aid _____

Other _____

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

Signature of Appellant

Date

CWID

ACTION
(To be completed by Committee Coordinator)

Approved Denied

Student should meet one of the following:

- ___ Making Academic Progress - 2.0 cumulative
- ___ Have an Academic Plan/Readmit Contract
- ___ Approved Financial Aid Academic Progress Appeal

AND should meet all of the following:

- ___ Exhausted ALL Financial Aid opportunities (Must complete FAFSA and NSU Financial Aid Required Documents and accept title IV aid)
- ___ Payment Plan must be detailed that Students total balance be below \$2,000 within 24 months
- ___ Demonstrate a commitment to pay – student has made payment toward balance and following previous plans

Reason(s) for Denial

- Is not making Academic Progress/Academic Plan/Readmit contract
- Has not exhausted all Financial Aid opportunities
- Has not demonstrated willingness to pay
- Other: _____

Signature, Committee Coordinator

Date

(1) 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.
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 and credit bureau reporting submitted in accordance with University policy.

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.

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 Plan, Late Registration, and Late Payment Charges will be assessed and Collection Placement reporting in accordance with University

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. Additional, Installment Plan, Late Registration and Late Payment charges will be assessed, and collection placement in accordance with University Policy.

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.