



Office of
**Student Accounting
and Cashiering**

Northwestern State University

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Registration Exception Application

Early Registration Cancellation for a Previous Balance—Registration with a Previous Balance

PRINT YOUR NAME

STUDENT ID NUMBER

EMAIL ADDRESS

TELEPHONE NUMBER

If you would like to register for an upcoming semester but currently have a previous balance that exceeds the registration limit of \$1,000, you may be granted exception status by meeting at least one of the requirements below. Please check the appropriate box or boxes before signing and returning this form. You may deliver it in person, email, or fax to the Student Accounting Office.

Please list the semester and number of hours you are attempting to register for: Semester: _____ Hours: _____

Specify any of the below qualifications that you have met:

_____ I have pending financial aid that will lower my previous semester balance to below \$1,000*

_____ My balance does not exceed \$1,500 and I have paid at least \$300 within the last month of my application date

_____ My balance does not exceed \$4,000 and I am actively on a payment plan with ECSI—I also qualify for financial aid for the semester I am attempting to register for.

_____ I am being reimbursed by my employer for my previous balance (please provide documentation)

Note: You MUST have a valid FAFSA on file in order to receive an approved exception, unless you are an international student.

Balances with the Attorney General's Office must also be paid in full.

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

- * Non-title IV aid (such as scholarships, exemptions, and other non federal assistance) will be applied to any balance, current or previous
- * Title IV aid (such as federal direct loans, Parent PLUS loans, PELL, and SEOG) 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.

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.

According to University policy, all University balances must be paid in full in order for a continuing student to reside in on-campus housing. An approved exception grants access to register for classes, and does not affect a student's housing eligibility.

Student Signature: _____

Date: _____

*****For Office Use Only*****

Employee Reviewing:	Decision: ___ Approved ___ Denied	Decision based on:	Date Decision Emailed:
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