



## Course Reinstatement Form

This form is to be completed after registration has closed for a student whose registration was cancelled due to nonpayment of tuition and fees.

**IMPORTANT: THIS FORM WILL NOT BE ACCEPTED AFTER THE 20<sup>th</sup> FALL/SPRING CLASS DATE.**

Consult website for Summer Term deadlines.

Class days are determined by calendar days and not by the number of class meetings.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

University ID: \_\_\_\_\_ Email: \_\_\_\_\_

**List the courses (including labs) in which to be reenrolled\*:**

CRN	Subject	Course Number	Section	Course Name
81492	ENGL	1301	480	Composition I (Example)

\*Courses may be at capacity. If so, you will be notified via the email stated above.

**Student Acknowledgement:**

I agree to pay my balance immediately upon reinstatement. A \$100 reinstatement fee will be applied. I understand not paying immediately could result in being dropped from my classes once again. I am responsible for any course work missed as a result of nonattendance. I also understand if my class(es) do not reappear in BlackBoard after reenrollment, I will need to contact the BlackBoard help desk at 254.968.1960 and request my course(s) be reactivated.

\_\_\_\_\_  
 Signature (eSignatures not accepted)

\_\_\_\_\_  
 Date

Return to the Registrar's Office using one of the following methods:

**Fax:** 254.968.9389

**Email:** [registrar@tarleton.edu](mailto:registrar@tarleton.edu)

**Mail:** Box T-0620 Stephenville, TX 76402

**In person:** Tarleton Center-Texan Services

Updated 01/17

Registrar Use Only

Processed by:

Date: