ALBANY STATE UNIVERSITY
REINSTATEMENT TO CLASSES REQUEST FORM
(EFFECTIVE FALL SEMESTER 2007)

Print Name_____
Last First MI
Address_____**Apt. #**_____

City_____**State**_____**Zip**_____

RamID#_____ **Last Term of Enrollment & Year**_____
Major_____**Classification**_____

Home Telephone/ Area Code & No._____
Cell/Work/Area Code & No._____
Term of Reinstatement: Please circle: Fall Spring Summer 20_____
Check those that apply:

- **Awarded financial aid ____**
- **Reside in campus housing ____**
- **Tuition and fees will be paid with financial aid and out-of pocket ____**
- **Tuition and fees will be paid out-of-pocket____**
- **Other**_____

Please state below the circumstances which lead to your request and attach any supporting documentation:

_____

_____

_____

I understand that the misrepresentation or omission of information will be sufficient cause for denial. If my request is approved, I understand that I must have the funds available to pay the $150 reinstatement fee and the $150 late registration charge, in addition to my tuition, mandatory fees, and housing charges.

Signature_____**Date**_____
----------OFFICE USE ONLY----------

1. Approved by Chairperson: _____Date:_____

2. Form received in Registrar's Office by _____Date_____
Note: Registrar's Office will attach verification of satisfactory class attendance form from instructors of record and send both documents to Office of Academic Affairs.

3. The Office of Academic Affairs will consider the request and send the forms back to the Registrar. If approved, the Registrar will reinstate classes.

4. Office of Academic Affairs _____Date_____Approved_____Denied_____
signature
5. Financial Aid _____ Date_____Approved_____Denied____
(if applicable) signature
6. Financial Operations_____Date_____Approved_____Denied____
signature

Note: Financial Operations will notify Housing of results associated with this request. Financial Operations will provide copies of processed forms to the following departments: Registrar's Office, Academic Affairs, Financial Aid, if applicable.

6/05/07