

**STUDENT FINANCIAL SERVICES  
PRE-CERTIFICATION FOR REINSTATEMENT  
OF A CANCELLED REGISTRATION**

**Instructions to the Student:**

You are responsible for paying your bill by the established deadlines and for maintaining an active registration for all of your classes. Failure to pay your bill on time is not grounds for the reinstatement of your roster.

Pre-certification is not in itself a guarantee your petition will be approved by your school or college advising office. If you receive pre-certification from SFS, you can proceed to petition your college advising office for reinstatement of your complete cancelled roster. (For purposes of reinstatement, no changes to your original roster are allowed.) Discuss with your academic advisor the next steps, that typically include verification of your attendance in the classes. If you are petitioning on other than financial grounds (e.g. university error or responsibility), discuss your petition with your college advising office.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
TU ID:

\_\_\_\_\_  
School or College:

\_\_\_\_\_  
Telephone:

\_\_\_\_\_  
TU Email:

\_\_\_\_\_  
Term and year of requested reinstatement:  
(e.g. Fall Term, 2005)

You may petition to reinstate a canceled registration on the grounds that a financial transaction, late application of financial aid, or other acceptable financial explanation contributed to the delay in timely payment of your bill, resulting in the cancellation of your roster.

Student explanation for the cancellation is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Financial Services certifies that there is an acceptable financial reason to reinstate the student's, original roster.

\_\_\_\_\_  
Associate/Assistant Director  
Student Financial Services  
(Print and Sign Name)

\_\_\_\_\_  
Date