

**Request for Reinstatement of Registration**  
(After Drop for Non-Payment of Tuition & Fees)

Students are liable for all tuition and fees of the courses in which they are enrolled at the end of the drop/add period. A student's course schedule shall be canceled when the account has not been paid in full or when arrangements for payment have not been made through the Student Accounts/Bursar's Office by 5 pm on the published last day to pay fees (midnight via UAOnline).

A student whose course schedule has been cancelled for non-payment may apply for reinstatement of the course schedule to the UAS Student Accounts/Bursar's office. Reinstatement of courses canceled for non-payment requires the payment of all fees, plus a \$100 reinstatement fee, which is assessed at the time of reinstatement. Only classes enrolled in at the time of cancellation are eligible for reinstatement, provided those classes have not since filled capacity.

_____	_____	_____	_____
Last	First	Middle Initial	UA ID No.
_____			_____
Mailing Address			Phone No.
_____			_____
City	State	Zip	Email Address

**Add/Drop Form received more than five (5) business days after being dropped for non-payment will require instructor's signature for each class being reinstated.**

By completing and signing this form, I declare that I:

- want to be placed back into one or more of my originally scheduled classes as indicated on the attached Add/Drop form
- understand I will be required to pay the \$100 reinstatement fee
- understand these fees cannot be waived or appealed under any university process
- understand my campus housing and meal plan privileges will be in jeopardy until all fees are paid

I understand that, by signing this form, I am responsible for payment of all tuition and charges associated with the course(s) to which I am reinstated. I agree that I will fulfill my payment arrangement already in place or that I will pay all charges within five (5) business days after reinstatement. Those charges include but are not limited to, tuition, fees, housing, meal plans, and any additional fees incurred as a result of this reinstatement.

I also understand that I will not be automatically dropped for non-payment from these courses once reinstated and I cannot file an appeal at a later date for these charges. I understand that by submitting this form and the Registrar's Add/Drop form, I am responsible for the tuition and fees associated with any course(s) for which I have registered, whether or not I successfully complete the course(s). If I default on this student account or payment plan, I promise to pay for the collection, attorney, and legal fees necessary for the collection of any amounts owed to the University of Alaska, which may be based on a percentage at a maximum of 40% of the debt.

Finally, if I do not pay, the university may garnish my Permanent Fund Dividend under Alaska Statutes 14.40.251 and 43.23.073 and pursue other collection methods. I also understand that past due debt may be reported to credit bureaus.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**After completing this form, submit to UAS Student Accounts/Bursar's Office, Novatney Building, along with the UAS Registrar's Add/Drop form to complete reinstatement.**

**UAS Student Accounts**  
Novatney Bldg  
11066 Auke Lake Way, Juneau, AK, 99801  
(907) 796-6267 | (907) 796-6006 (Fax)  
uas.cashier@alaska.edu

Office Use Only  
**Method of Payment**  
 Cash  
 Check (No. \_\_\_\_\_)  
 CC  
 Other: \_\_\_\_\_  
\_\_\_\_\_  
Agency, Waiver, Scholarship, or TMS  
FA/SA Initials \_\_\_\_\_

