



**Things You Need To Know About The Reinstatement Process**

- Read the petition carefully! It fully explains the reinstatement process.
- A student may petition up to two calendar years (six academic semesters) prior to the date of the request for reinstatement.
- The only allowable criteria for being reinstated:
  1. University error
  2. Third Party Performance
  3. Extenuating Circumstances Beyond Control of the Student
- If approved for reinstatement you need to present your reinstatement letter to the Cashier's Office and are responsible for full payment of tuition, the late payment fee, a late registration fee and any additional prior or current term fees (i.e. library fines, prior term tuition) in order to be reinstated.
- When you are reinstated it will be for the full course load for which you were registered. Not attending the first class session of a course does not constitute officially dropping of a course. Therefore, you will be responsible for the tuition and fees for all of the classes for which you registered.
- If you don't understand something about the process please ask!!! We are located in SVC 1039 on the Tampa Campus.

# University of South Florida

## PETITION FOR REINSTATEMENT - NON-PAYMENT OF TUITION

You must fill out a separate petition for each term you are requesting reinstatement

### PLEASE PRINT CLEARLY

Date: \_\_\_\_\_ Reinstatement for: \_\_\_\_\_ / \_\_\_\_\_  
Term year

Name: \_\_\_\_\_ USD ID#: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Current Classification: *FR SO JR SR GRAD* Major: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_ Type of Degree: \_\_\_\_\_

### The USF Criteria for Reinstatement is:

- (a) University error or delay which precludes timely registration, as confirmed in writing by an appropriate University official or by an appropriate official University document.
- (b) Third Party Performance such as:
- 1) Involuntary call to active military duty or return from active duty that precludes timely registration, as confirmed by military orders.
  - 2) Third party responsibility for tuition payments.
  - 3) Other third party performances which precludes timely registration.
- (c) Clearly stated extenuating circumstances, beyond the control of the student that precluded timely registration or payment of tuition.

*Provide the following information, using the other side of this form, and attach additional necessary information.*

### Written Statement of Extenuating Circumstances:

**Instructions:** Clearly state the extenuating circumstances which you believe caused you to not meet the regular scheduled University payment or reinstatement deadlines.

A) Be specific:

- Indicate date/time period; i.e., semesters involved.
- Indicate how the circumstances prevented you from meeting the payment/reinstatement deadlines.
- Provide pertinent details. Use additional paper, if necessary.

B) Attach documentation (see below) which validates your statements.

C) Sign and date your petition.

### Attach Documents Validating the Extenuating Circumstances:

Documentation may include, but is not limited to, one or more of the following:

- A copy of military orders.
- A copy of a letter, or other documentation of third party responsibility and delay in paying tuition.
- A written, notarized statement from your parent, clearly stating the circumstances and time period during which a personal or family problem occurred.

### REINSTATEMENT PROCESS:

Your petition will be reviewed within ten (10) working days from the date your petition is received. You will be sent written notification of the results of our review. If you are reinstated, you must take your letter acknowledging your reinstatement to the Cashiers Office, Student Services Building, SVC 1039 with full payment and any additional fees owed. If you have financial aid ready to be picked up at USF, just give the Cashier's Office your letter. It takes approximately ten (10) days for the computer system to be updated with your full schedule of classes.

If your reinstatement is not approved there is a final appeal available with the Associate Controller over Student Financial Services in the University Controller's Office. This final appeal must be made in writing and submitted to the Cashier's Office in SVC 1039. The Associate Controller's decision is final.

**Submit your completed petition with all supporting documentation to SVC 1039 or mail to this address:**

University of South Florida  
Cashiers Office  
4202 East Fowler Avenue ALN 147  
Tampa, Florida 33620

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**Statement of Extenuating Circumstances:**

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_