



STUDENT FINANCIAL SERVICES – CASHIER’S OFFICE
5151 STATE UNIVERSITY DRIVE, LOS ANGELES, CA 90032-8522
PHONE (323) 343-3630 FAX (323) 343-6491

REINSTATEMENT PETITION / BILLING STATEMENT REVIEW

A student may petition for a Reinstatement or Billing Statement Review by filling out the Petition form at the Cashier’s Office or mailing in the information. Each case will be reviewed and a decision will be made based on individual circumstances. You may **contact the Cashier’s Office within five business days** to follow up on your petition.

| | | | | |
|------------------------|-------------------|-----------------------|---|--------------|
| | | | | |
| Last Name | First Name | Middle Initial | Campus Identification Number (CIN) | |
| | | | | |
| Mailing Address | | | City | State |
| | | | | |
| Home Phone | | Work Phone | Email Address | |
| | | | | |

PLEASE CHOOSE FROM THE FOLLOWING:

REINSTATEMENT PETITION: Please provide a brief explanation why there was no payment or incomplete payment. Once petition is approved, full payment must be made by **CASH, CASHIERS CHECK OR MONEY ORDER ONLY.**

BILLING STATEMENT REVIEW: Clearly explain the situation and action you are requesting. Submit official documentation to support your request. (NRD does not guarantee refund of tuition paid or fees waived).

QUARTER:

SUMMER FALL WINTER SPRING

ACADEMIC YEAR:

Brief explanation: _____

Student SignatureDate

| | | |
|---|---|---|
| Cashier’s Approval: | OFFICE USE ONLY | Financial Aid Approval: |
| <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Pending Comments: _____ _____ _____ _____ | <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Pending Comments: _____ _____ _____ _____ | <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Pending Comments: _____ _____ _____ _____ |
| | | |
| | | |
| Authorized Signature | Date | Authorized Signature |
| | | |
| Authorized Signature | Date | Authorized Signature |
| | | |