



Student Financial Services

5151 State University Drive ADM 128, Los Angeles, CA 90032

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.*

(Print) Last Name First Name Campus ID Number (CIN)

Mailing Address City State Zip code

Home Phone Cell Phone Campus E-mail Address

PLEASE COMPLETE THE FOLLOWING.

QUARTER:

Summer Fall Winter Spring

ACADEMIC YEAR:

MOODLE USER ID:

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, CASHIER'S CHECK OR MONEY ORDER ONLY within 10 business days.** Please allow up to four weeks for processing after payment is received.

BILLING STATEMENT REVIEW: Clearly explain the situation and action you are requesting. Official documentation is required to be considered with this request. (NRD does not guarantee refund of tuition paid or fees waived).

Brief explanation: _____

Student Signature

Date

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