

# Atlanta Metropolitan State College

Office of the Registrar  
1630 Metropolitan Parkway SW, Atlanta, GA 30310  
Student Success Center – Building 650  
Tel. No: (404) 756-4001 Fax No: (404) 756-5686  
E-mail: registrar@atlm.edu

## Student Request for Reinstatement for Non-Payment

### Instructions:

Reinstatement using this form will be for current term classes that were on the **original** schedule and were dropped for non-payment of tuition and fees. In addition to this form, the student must provide verification of Financial Aid or pay the amount owed for tuition and all associated fees to be reinstated. Students must obtain all signatures that are required for completion of this form. Once the Office of the Registrar receives the reinstatement form, along with all necessary documents (receipts), the student's courses will be reinstated, if it is within the allowed two (2) business days.

### SECTION TO BE COMPLETED BY THE STUDENT:

Name: \_\_\_\_\_ AMSC ID: \_\_\_\_\_

Student's Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Term of Reinstatement: (check one): Fall  Spring  Summer  Year: 20\_\_\_\_\_

### COURSE INFORMATION:

CRN	Subject	Course No.	Section	Course Title	Credit Hours
CRN	Subject	Course No	Section	Course Title	Credit Hours
CRN	Subject	Course No	Section	Course Title	Credit Hours
CRN	Subject	Course No	Section	Course Title	Credit Hours
CRN	Subject	Course No	Section	Course Title	Credit Hours
CRN	Subject	Course No	Section	Course Title	Credit Hours

### PAYMENT FOR REINSTATEMENT:

Tuition and Fees: \_\_\_\_\_  
Late Registration: \_\_\_\_\_ \$50.00  
Total Fees Due: \_\_\_\_\_

By signing this electronic form below, the student understands that if their enrollment is cancelled due to non-payment of tuition and fees, future term enrollment is also cancelled. Upon receipt of reinstatement forms including all necessary documentation, the Office of the Registrar requires 2 BUSINESS DAYS for processing. I also understand that if I am reinstated, I will be responsible for the academic requirements for those classes.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Financial Aid: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Accounts: \_\_\_\_\_ Date: \_\_\_\_\_  
Registrar's Office: \_\_\_\_\_ Date: \_\_\_\_\_

## Reinstatement Instructions

Please check the Academic Calendar regarding the purge dates for non-payment. Students will be allowed TWO (2) BUSINESS DAYS, after the purge date, to be reinstated into their courses. No reinstatement will be processed after the deadline has passed.

1. Find out the amount of tuition and fees for reinstatement by contacting the Student Accounts Office at 404.756.4359.
2. Complete the reinstatement form. Make sure to complete and enter the amount due. Please keep in mind that a \$50 registration fee may be applied to your financial obligations.
3. Please keep in mind that ALL signatures are required. For example, if you are not receiving financial aid and paying out-of-pocket, you are still required to obtain a signature from financial aid. Also, if your financial aid is covering your tuition, you are still required to obtain a signature from Student Accounts to ensure that you do not have an outstanding balance after financial aid is applied.
4. Resolve any holds on the account. The reinstatement cannot be processed if there is a hold on the account that blocks registration.
5. Submit the completed reinstatement form and payment receipt or verification of Financial Aid including ALL signatures (Financial Aid, Student Accounts, Registrar) to the Office of the Registrar via email at [registrar@atlm.edu](mailto:registrar@atlm.edu) or by fax: 404.756.4407. You may also drop off the form in the Office of the Registrar. The office is located in the Student Services Success Center.

Atlanta Metropolitan State College  
1630 Metropolitan Parkway  
Building 650, Student Services Success Center  
Atlanta, GA 30310-4498.

***PLEASE KEEP IN MIND: STUDENTS WILL BE ALLOWED TWO (2) BUSINESS DAYS, AFTER THE PURGE DATE, TO BE REINSTATED INTO THEIR COURSES.***

***IF YOU HAVE BEEN PURGED FROM YOUR COURSES, YOU MUST WAIT UNTIL YOU ARE REINSTATED BEFORE ATTENDING CLASS.***