



**University Of Central Florida**  
 Student Account Services  
 P.O. Box 160115, Orlando, FL 32816-0115  
 Tel. No: (407) 823-3433 Fax No: (407) 823-5127  
 E-mail: stuacct@ucf.edu

CLEAR

**Student Request for Re-Registration**

**Instructions:**

Re-registration using this form will be for current term classes that were on the original schedule and were dropped for non-payment of fees. (Registration for classes not on your original schedule must be requested by petition through Academic Services, Millican Hall- Room 210).

In addition to this form, the student must provide verification of Financial Aid to Student Account Services, or pay in full the amount owed for tuition and all associated fees to get reinstated. Remit payments to Student Account Services, MH 109, or via EPAY system.

Bring Financial Aid Verification or documentation of payment with this form. Student Account Services will process the completed form.

**SECTION TO BE COMPLETED BY THE APPLICANT: (Please print legibly)**

Name: \_\_\_\_\_ UCF ID#: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Term:    **FALL**                    **SPRING**                    **SUMMER**                                       Session A    Session B    Session C    Session D

  

**PAYMENT FOR RE-REGISTRATION:**

**Tuition and Fees (Current Term):** \_\_\_\_\_

**ADD: Late Registration:**

**Late Fee (DNP):**

**Past Due Balance:** \_\_\_\_\_

**Total Fees Due:**

**LESS: Partial payment prior to drop** \_\_\_\_\_

**Total Amount Due to Re-register**

I understand that if my enrollment is cancelled due to non-payment of fees, future term enrollment is also cancelled. If I plan to attend any future terms, I must re-register for those terms. **WEBCT STUDENTS:** Upon receipt of re-registration form, Registrar's Office requires 2 BUSINESS DAYS for processing. I also understand that if I am reinstated, I will be responsible for the academic requirements on those classes.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# *Reinstatement Instructions*

Please check the Academic Calendar for Re-registration deadline. No reinstatement will be processed after the deadline had passed.

1. Find out the amount of tuition and fees that must be paid for Re-registration by contacting the Student Accounts Office at 407-823-2433.
2. Pay all fees including other outstanding charges. If receiving Financial Aid, the student must provide Verification of Financial Aid form to Student Accounts office.
3. Resolve any holds on the account. The Re-registration cannot be processed if there is a hold on the account that blocks registration.
4. Complete the Re-registration form. Make sure to complete the student's personal information and sign the form. Enter the amount due obtained from Student Accounts office on the Tuition and Fees line.
5. Submit the completed Re-registration form and payment receipt or Verification of Financial Aid form to the Student Accounts Office or fax it to 407-823-5127.

For students who do not wish to be reinstated into the current term but plan to attend a term in the future, please follow these instructions:

1. Pay the Drop for Non-Payment fee.
2. Clear all Holds on the account.
3. Contact the Registrar's Office and request for the account to be reactivated.