

Reinstatement Form

Email the completed form to your assigned academic advisor or primary academic college:

College of Business: BusAdvisor@uhv.edu

College of Education & Health Professions: EduAdvising@uhv.edu

College of Liberal Arts & Social Sciences: LASS@uhv.edu

College of Natural & Applied Science: CNASAdvisors@uhv.edu

Please allow 3 to 7 days for processing of this form.

Semester: Spring Summer Fall

Student Information:

Last	First	Middle	MyUHV ID
Street or Box Address			Phone
City	State	Zip	Email

Adds:

	Course Name & Number	Class Name & Number		Course Name & Number	Class Name & Number
1.			4.		
2.			5.		
3.			6.		

Student's Signature (REQUIRED) _____ Date _____

What happens next?

1. Upon receipt of the reinstatement form, the instructor(s) will be contacted for approval to reinstate you into the course(s).
2. Upon approval of the instructor(s), you will be added to the course(s).
3. **WATCH FOR YOUR EMAIL NOTIFICATION!** An e-mail notifying you of the reinstatement, payment amount (this amount will include tuition and any reinstatement and/or late fee) and payment deadline will be sent to the e-mail address provided above.
4. **PAY AMOUNT WITHIN 3 BUSINESS DAYS!** If payment is not made by the date listed in the e-mail you will be dropped from the class.

Office use only:

Date Instructor Contacted: _____ Date Student Reinstated: _____ Date Bursar Contacted: _____

Fees: Tuition _____ (Reinstatement fee: _____ Late Fee: _____ Total Due: _____

Payment Deadline: _____ Date Student Emailed: _____ Date Student Paid: _____