



Office of the Registrar and One Stop: (908) 737-3290  
 Financial Aid: (908) 737-3190  
 Administration Building, 1<sup>st</sup> floor

Student Accounting: (908) 737-3240  
 Administration Building, 3<sup>rd</sup> floor

## NEVER ATTENDED COURSE REINSTATEMENT

### PROCEDURES FOR REGISTRATION REINSTATEMENT TO COURSES REPORTED AS BEING NEVER ATTENDED.

**STEP 1:** Obtain Professor's signature for all courses reported as being never attended.

**STEP 2:** If you are a financial aid recipient, a financial aid counselor must review and sign the form. *Financial Aid approval required.*

**STEP 3:** The Student Accounting Office must review and sign the form. The class reinstatement may increase your tuition balance which is due prior to reinstatement. *Student Accounting approval required.*

Return signed form to the One Stop Service Center to adjust your registration for the courses indicated below. *One Stop/Office of Registrar approval required. Visit this website for more information: <http://www.kean.edu/offices/financial-aid/third-week-attendance-policy>*

Student Last Name	Student First Name	Student ID#	Year/Term
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### COURSES TO REINSTATE:

Subject & Course Number	Section #	Credits	First Date of Attendance	Reason for Reinstatement
Faculty Name (Print)				Faculty Signature
Course Number	Section Number	Credits	First Date of Attendance	Reason for Reinstatement
Faculty Name (Print)				Faculty Signature
Course Number	Section Number	Credits	First Date of Attendance	Reason for Reinstatement
Faculty Name (Print)				Faculty Signature
Course Number	Section Number	Credits	First Date of Attendance	Reason for Reinstatement
Faculty Name (Print)				Faculty Signature

I understand that reinstatement of the above course(s) may change my enrollment status (full-time/part-time), which may also impact my tuition balance and/or Financial Aid eligibility. I am required to return this form within 10 days of notification by the Office of the Registrar.

Student's Signature	Student Telephone #	Date
Housing <input type="checkbox"/> Off campus <input type="checkbox"/> On Campus		

### REQUIRED APPROVALS:

Financial Aid Signature	Financial Aid Increase Amount	Date
Student Accounting Signature		Date
One Stop/Office of Registrar Signature		Date