

Spring 2018 12th Class Day Drop Notice

February 2, 2018



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

We want to help you remain as a student at Prairie View A&M University.

Dear Spring 2018 Student:

Thank you for selecting Prairie View A&M University as your college of choice. To be enrolled as a student at Prairie View A&M University you must have paid 34% of your spring 2018* tuition and mandatory fees* or have completed all financial aid document requirements as verified by Student Financial Aid. Our records indicate that you have not paid 34% of tuition and mandatory fees* or have pending financial aid for fall classes, therefore, your registration has been cancelled and you are not an officially enrolled student. If our records are incorrect, please contact the Treasury Services Office at (936) 261-1890 within 3 days of receipt of this letter but no later than Monday, **February 12, 2018**.

You may be reinstated provided that:

- **You make payment*** of 34% of tuition and mandatory fees* for Spring 2018, plus a late installment fee of \$50.00 or have Student Financial Aid certify that you have pending aid that will pay 34% of tuition and mandatory fees* for spring.
- **REINSTATEMENT WILL NOT BE CONSIDERED AFTER February 12, 2018.**

***Spring tuition and mandatory fees are Full-Term -1 (15 week) and Part of Term-8A (first 8 week) registration fees.**

**Payments must be in the form of Financial Aid such as Grants, Scholarships, Loans, etc. or in the form of personal funds such as Cash, Credit Card or Debit Card (No personal checks or e-checks will be accepted for reinstatement). If you are expecting financial aid and it has not been posted to your account, please contact your financial aid counselor at fadmail@pvamu.edu or visit the financial aid web-site at www.pvamu.edu/faid, check aid status at <https://pvportal.pvamu.edu/cp/home/displaylogin> or check your PVAMU e-mail account for important information. The Financial Aid Office is located in the Memorial Student Center on the 3rd floor. You may reach the office by phone at (936) 261-1000 Option #1.*

Making Payments:

Credit card payments are accepted at the Cashier's Window (Suite 140 WR Banks), student web portal (Panthertracks), and by telephone at 936-261-1895. Students **must** notify the Cashier's Office of the web payment by calling (936) 261-1895, or email stuar@pvamu.edu so that a reinstatement form may be processed. **Personal checks or e-checks will not be accepted when requesting reinstatement.** Please send cashier check or money order. If sending payment by mail, please refer to Panthertracks-Account Summary link for amount due and send payment with Student ID # in sufficient time to be received by February 12th to:

**Prairie View A&M University
Office of Treasury Services
P.O. Box 519, Mail Stop 1329
Prairie View, Texas 77446-0519**

Reinstatement...*If you wish to be reinstated, you must complete the attached Reinstatement Process Form and submit it to the Office of Financial Aid (3rd Floor MSC) or to the Cashiers (1st Floor WR BANKS). Payment will be required before you are reinstated or you must have approval from Financial Aid that you have aid which covers your required payment.*

Wish to Withdraw...*If you do not plan to attend classes for spring 2018, you must properly withdraw from the university by completing the Withdrawal process and submitting your request to the Office of the Registrar (3rd Floor MSC). Failure to properly withdraw may cause you to have an additional balance due and failing grades. Please contact the Registrar's Office at registrar@pvamu.edu.*

Contact Information:

Cashiers: 936-261-1895 or cashiers@pvamu.edu
Treasury Services: 936-261-1890 (for questions about your bill) or stuar@pvamu.edu
Financial Aid: 936-261-1000 or fadmail@pvamu.edu (for questions regarding your financial aid award)
Registrar: 936-261-1000 or registrar@pvamu.edu

Where to Pay

- WR Banks 1st Floor (M-F) 8:30 a.m. to 3:00 p.m. (*will be opened until 5:00 pm on February 12th only.*)
- Call 936-261-1895 for payment (M-F) 8:30 a.m. to 3:00 p.m. (*will be opened until 5:00 pm on February 12th only.*)
- **Credit Card Payments can be made on-line at any time at <http://panthertracks.pvamu.edu/>** (Online payments will be shut down at 5:00 pm on February 12th.)

PANTHERTRACKS

Website:

<http://www.pvamu.edu/pvplace/>

Financial Aid/Loans/Scholarships

MSC 3rd Floor

<http://www.pvamu.edu/faid/>

PRAIRIE VIEW A & M UNIVERSITY
REINSTATEMENT PROCESS
February 3 – February 12, 2018
Spring 2018

In order to ensure accurate and timely reinstatement to Prairie View A&M University you must present this form to the applicable department(s) indicated below. If approvals from the departments are not received and noted, the Registrar will not reinstate the courses.

<u>STEP</u>	<u>DEPARTMENT</u>	<u>PROCESSED BY</u>	<u>DATE</u>
1a.	Financial Aid (MSC 3 rd floor)	_____	_____
(And/or)			
1b.	Treasury Services (Cashier's Window- W. R. Banks Building)	_____	_____

NOTE: This form **MUST** be completed to be officially reinstated and submitted to one of the departments above.

Student Information

I hereby request reinstatement for the Spring 2018 semester:

ALL courses or specific course(s) (please list) _____
(Circle ALL, if all courses)

Student's Name (Print)

Student ID No.

Daytime Phone No.

Date: _____

Student's Signature

-----Official Use Only-----

REGISTRAR'S OFFICE: _____

ENTRY DATE: _____ **COUNT OR DO NOT COUNT**

Complete Student Information portion of this form and mail with payment to:

*Treasury Services
P.O. Box 519; Mail Stop # 1329
Prairie View, Texas 77446-0519*