January 27, 2009

Notification that your classes have been dropped for Spring 2009 Semester

Dear Spring 2009 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 50% of your tuition and mandatory fees or have completed all financial aid document requirements and have aid that will pay 50% of your tuition and mandatory fees as verified by Student Financial Aid. Our records indicate that you have not paid the required 50% of tuition and mandatory fees or have pending financial aid for Spring Classes, therefore, your registration has been cancelled; you have been dropped from class(es) and you are not an officially enrolled student. If our records are incorrect, please contact the Accounts Receivable Office at (936)261-1903, option 3 within 3 days of receipt of this letter but no later than Monday, February 16, 2009.

You may be reinstated provided that:

- **You make payment** of 50% of tuition and mandatory fees, plus a Reinstatement Fee of $200.00 or have Student Financial Aid certify that you have pending aid that will pay 50% of tuition and mandatory fees, plus a Reinstatement Fee of $200.00.
- **REINSTATEMENT WILL NOT BE CONSIDERED AFTER February 16, 2009.**

*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. If you are expecting financial aid and it has not been posted to your account, please contact your financial aid counselor or visit the financial aid web-site at [www.pvamu.edu/faid](http://www.pvamu.edu/faid), check aid status at [http://panthertracks.pvamu.edu/](http://panthertracks.pvamu.edu/) 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 Office (room 124 WR Banks) Monday - Friday, student web portal (Panthertracks) and by telephone 936-261-1903 #4. Students must notify the Cashier’s Office of the web payment by calling (936) 261-1903, option 4 or e-mail stuar@pvamu.edu/ so that a reinstatement form may be processed. If sending payment by mail, please refer to Panthertracks-Account Summary link for amount due and send payment to with Student ID #:

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

**To be Reinstated You Must Fill Out the Reinstatement Form**
If you plan to seek reinstatement, complete the attached Reinstatement Process form, submit to the Office of Financial Aid or to the Cashier’s office if paying by cash or credit card and continue to attend classes.

**Wish to Withdraw – You must complete the Withdrawal Form**
You must properly withdraw from the university through the Office of the Registrar by Wednesday, February 4, 2009. If you fail to withdraw and financial aid or a scholarship(s) received causes you to be reinstated, you will be liable for any debt that arises and may receive failing grades at the end of the semester.

WEB page for Forms: [http://www.pvamu.edu/pages/2099.asp](http://www.pvamu.edu/pages/2099.asp)
We want to help you remain as a student at Prairie View A&M University.
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.

<table>
<thead>
<tr>
<th>STEP</th>
<th>DEPARTMENT</th>
<th>PROCESSED BY</th>
<th>DATE</th>
</tr>
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<tbody>
<tr>
<td>1a.</td>
<td>Financial Aid (MSC 3rd floor)</td>
<td></td>
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<tr>
<td></td>
<td>(And/or)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1b.</td>
<td>Treasury Services (Cashier’s Window- W. R. Banks Building)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 2009 semester:

<table>
<thead>
<tr>
<th>Student’s Name (Print)</th>
<th>Student ID No.</th>
<th>Daytime Phone No.</th>
</tr>
</thead>
</table>

Date: ___________________ ________________________________

Student’s Signature

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**