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 407-823-6476.

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.