

**Saint Louis University - Madrid Campus
Petition for Activation of
Non-Registered Student Record**

**Form
#6**

Section 1
Student

_____ **Student Name**

_____ **Student ID**

Section 2
Student Justification

State in clear and concise sentences what caused the lack of registration at the close of the appropriate registration period.

Section 3
Off-Campus

Check if you have attended another higher education institution since your last enrollment at Saint Louis University

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Section 4
Registration

If current semester registration is also needed, attach *Petition to Add Courses After the Registration Period (Form #14)* with the appropriate signatures.

Section 5
Acknowledgements

I understand and acknowledge that:

- * Any student who registers for the first time after the start of the semester/term will be assessed a late registration fee of \$50.
- * Any undergraduate student who has not been enrolled at the University for one year (three consecutive semesters, including the summer term) must reapply for admission.
- * Matriculated Classified students must maintain continuous enrollment during each nine-month academic year until graduation. Students holding eleven-month appointments with the University must also enroll each summer. Students violating the mandatory continuous-enrollment policy must pay a fee/penalty determined by the number of consecutive semesters not enrolled. If students do not enroll for a period of two years or longer, a new application for admission will be required along with a \$20 application fee.
- * Students reactivating their records should contact Student Financial Services, Housing and Residence Life, Parking and Card Services and the Office of International Services as appropriate.

Student Signature

Date

Form Procedures

1. Student completes sections 1, 2 and 3.
2. Student acknowledges policies related to non-registered students, section 5.
3. Student submits form to the Office of the University Registrar.
4. Office of the University Registrar reactivates the student's matriculation record.
5. Office of the University Registrar registers the student if a Change of Registration Form is attached.