



National-Louis University

Student E-mail Opt Out Form

Name: _____

NLU ID: _____

*I choose **not** to have official correspondence from National-Louis University electronically sent to me at the NLU email account the institution has provided. I request this correspondence be sent to me by paper mail. I understand that a \$100 paper mail processing fee will be charged to my account for each term I am registered for classes, and I understand that this fee will remain in effect for each future term I am registered for classes.*

Signature

Date

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, National-Louis University ensures its services are fully accessible to students with special needs. The \$100 per term paper mail processing fee will be waived for students who have documentation on file with the Office of Diversity, Access and Equity. Please check the box if applicable. If you have any questions regarding your documentation, please contact the Office of Diversity, Access and Equity at 1-800-443-5522 ext. 5491.

Student E-mail Re-instatement Form

(Complete this section only if requesting re-instatement.)

*Having previously chosen **not** to have official correspondence from National-Louis University electronically sent to me at the NLU email account the institution has provided, I now withdraw that request. I understand that it will now be my responsibility to check my NLU email account on a frequent basis to insure that I am aware of all University deadlines and notices.*

Signature

Date

Mail this form to:

Office of Admissions & Records
National-Louis University
1000 Capitol Dr.
Wheeling, IL 60090