



LATE REGISTRATION FEE WAIVER REQUEST

- Continuing students eligible to register during early registration for the following semester who choose not to do so, or who fail to confirm their registration, are charged a late fee of \$30.00.
- Students who register after registration has closed, whether for the first time with written permission, after being reinstated, or reregistered after a cancellation, are charged a \$45.00 late fee.
- Waiving of the late fee is considered only when it can be demonstrably shown that the university, through one of its offices or officials, was directly responsible for the failure of the student to complete registration. **Personal circumstances are not grounds for a waiver.**
- **Petitioners are notified of the decision on this request via e-mail or telephone.**

Full Legal Name: _____ Student ID #: _____
Last First Middle

E-mail Address: _____ Telephone #: _____

Mailing Address: _____
Street/P.O. Box City State ZIP Code

Student Status: New Transfer Continuing Classification: FR SO JR SR GR

Fee Assessed: _____ Fee Amount: \$30 \$45
Term (ie., Fall/Spring) Year

BASIS FOR REQUEST	Explain the nature of the university error that caused the assessment of the late fee. Required: Also obtain a written explanation from the office involved and attach it to this form.

_____ _____
Student Signature *Date*

URO OFFICE USE ONLY	Received By: _____	Date: _____
OFFICE(S)/PERSON(S) CONTACTED		
ACTION		
	Action Completed By: _____	Date: _____
STUDENT NOTIFICATION		
	Completed By: _____	Date: _____

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