ADMINISTRATIVE/LATE FEE ($30) APPEAL FORM

The balance due on the statement is due in full by the due date. Failure to pay the balance due results in a $30 fee. This appeal will not be considered unless your statement balance is paid in full. Late fee appeals MUST be submitted to our office BEFORE the last day of classes for the term of the late fee.

Please detail the extenuating circumstances that you feel exempt you from this policy. (Please print or write neatly).

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Student Signature _______________________________ Date Submitted to Student Accounts _____/____/____

Completed written appeals will be accepted at the Student Accounts Office ONLY. Do NOT submit this form to another office. A copy of this form with a decision, as well as any refund if applicable, will be sent to your permanent address or to your bank if you have signed up for Direct Deposit. Please allow 2 weeks from the submission date for processing. Check "Current Status" on QuikPAY for recent activity on your account.

For Office Use Only

Decision: _______APPROVED _______DENIED

Note to student: ____________________________________________________________
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____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Signature: __________________________________________ Date: _________________