ADMINISTRATIVE/LATE FEE ($30) APPEAL FORM

The balance due on the billing 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.

If you believe there were extenuating circumstances beyond your control that prevented you from making payment by the due date, briefly state the circumstances (if needed, please use the back or attach a separate sheet):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

Completed written appeals will be accepted at the Office of Student Accounts only. Please allow 10 business days from submission date for processing. Check "Current Activity" on QuikPAY adjustments on your account.

For Office Use Only

Decision: _______APPROVED _______DENIED

Note to student:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Staff Signature:_________________________________________ Date:________________________