$\qquad$

Student Name $\qquad$

Semester $\qquad$

## 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 $\qquad$ Date Submitted to Student Accounts $\qquad$ I $\qquad$ 1

Completed written appeals will be accepted at the Office of Student Accounts only. Late fee appeals must be submitted to our office before the last day of classes for the term of the late fee. Please allow 10 business days from submission date for processing. Check "Current Activities" on QuikPAY adjustments on your account.

For Office Use Only
Decision:
APPROVED
DENIED
Note to student: $\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
Staff Signature: $\qquad$ Date: $\qquad$

