



Late Payment Fee Appeal

Tuition & Class fees must be paid-in-full (less the late fee) before the late fee can be appealed.

Name: Emplid:

Address: Phone:

Email:

Term: Fall Spring Summer Year

The late fee will only be waived in cases of University error or Extraordinary Circumstances. Please identify which exception applies to you:

- 1) Was the late fee due to Financial Aid Error? (If yes, attach a letter from the Financial Aid Office and explain): YES NO
- 2) Was the late fee due to University Error? (if yes, attach a letter from the department involved and explain): YES NO
- 3) Was the late fee due to Extraordinary Circumstances, such as natural disaster or illness or death in the family? (if yes, attach supporting documentation, such as a doctor's note, obituary, or copy of death certificate, and explain): YES NO

Explanation :

Student Financial Responsibility Reminder. I understand that:

- I will incur a \$100.00 late fee and risk cancellation if I do not pay tuition/fees in full by the fee payment deadline.
- I must request a financial aid deferment before the fee payment deadline if my aid is delayed.
- The fee payment deadline is always the second Friday of the term and I can find exact dates through the Academic Calendar or online at SFS.FSU.EDU.
- If I add a course after the end of the drop/add period, I have FIVE CALENDAR DAYS to pay for that course.
- The complete Student Financial Responsibility Policy is available at SFS.FSU.EDU and presented during registration.

STUDENT CERTIFICATION: I certify that I have read and understand the information provided regarding tuition/fee payments and have completed this form truthfully and to the best of my knowledge

Student Signature

Date

OFFICE USE ONLY

- Received by: _____
- Verified tuition/fees paid-in-full (less late fee)

- Resolution
- Acct Updated by: _____ Date: _____
- Student Notified