



Late Payment Fee Appeal

Name: EmplID:

Address: Phone:

Email:

Term Fee was assessed: Fall Spring Summer Year:

Is Tuition (less late fee) paid in full? Yes No. If you have unpaid tuition that is past-due, your appeal will be denied.

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:

- 1. 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.
- 2. I must request a financial aid deferment before the fee payment deadline if my aid is delayed.
- 3. 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 StudentBusiness.fsu.edu.
- 4. If I add a course after the fee payment deadline, I have FIVE CALENDAR DAYS to pay for that course.
- 5. The complete Student Financial Responsibility Policy is available at StudentBusiness.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

<input type="checkbox"/> Received by: _____ <input type="checkbox"/> Verified tuition/fees paid-in-full (less late fee) <input type="checkbox"/> Fee Term: _____ <input type="radio"/> Pay <input type="radio"/> Reg	<input type="checkbox"/> Resolution: _____ <input type="checkbox"/> Reason: _____ <input type="checkbox"/> Acct Updated by: _____ Date: _____ <input type="checkbox"/> Student Notified
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