

# LATE FEE WAIVER REQUEST

Please allow 48 hours for review of the Late Fee Waiver Request. Students will be notified by e-mail of the decision. Generally, the Late Fee Waiver Request will be denied for the following reasons:

- Due to an incorrect address or not receiving an invoice. It is the student's responsibility to maintain a current address on file with the VCU Office of Records and Registration. Failure to receive an invoice does not relieve the responsibility of timely payment.
- Due to the expectation or anticipation of receiving financial aid or third party awards.
- Due to the misinterpretation or lack of knowledge of the university payment policies and procedures.
- Due to an error in judgement of the availability of funds.

Date of Request \_\_\_\_\_

NAME \_\_\_\_\_  
Last First MI Student ID Number

Local Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Semester Late Fee Occurred  Fall  Spring  Summer Year Late Fee Occurred \_\_\_\_\_

Reason for Request \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please mail the completed form to the Student Accounting Department, PO Box 843036, Richmond, VA 23284-3036 or return the completed form to 827 West Franklin Street, Founders Hall, Room 123.

For Student Accounting Department use only

Approved  Denied

\_\_\_\_\_

Signature

Approved  Denied

\_\_\_\_\_

Signature

For Financial Aid Office use only

Reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved  Denied

\_\_\_\_\_

Signature