



Late Fee Appeal Form

Information relating to fee deadlines is accessible to students in a variety of mediums: fee schedules, registration handbooks, UWO email reminders, and web postings. Additionally, Student Finance is available to assist students with any financial concerns. Therefore, failure to meet payment deadlines will result in a late penalty fee. This penalty can be assessed once per term and will become part of the outstanding balance on the student's account.

<u>Name:</u> _____			<u>Student Number:</u> _____		
<u>Address:</u> _____			<u>UWO Email:</u> _____		
<i>Term:</i> FALL	WINTER	SUMMER	<i>Is my tuition installment for the term paid in full?</i> YES NO		
<small>(If you have an overdue installment balance, your appeal will be denied.)</small>					

REASON FOR APPEAL:

Supporting documentation must be included with your appeal to be reviewed. Please attach any documentation supporting your explanation below for late payment (e.g., death certificate, medical notes, third-party letter, etc).

The information I have provided in this appeal is accurate; I authorize the Student Financial Services Office to seek additional verification or information as needed. I also understand that this appeal may result in approval or denial. I will be notified of the committee's decision via e-mail to my University-issued e-mail account.

Signature: _____

Date: _____