

## LATE PAYMENT FEE WAIVER REQUEST

It is the student's responsibility to pay tuition, fees, and all other charges by the due date provided on their bill. A late payment fee is charged to your student account if you make payment after the due date or if your payment is less than your deferment amount due. Failure to receive, access, or review your bill is not a valid reason to request waiver of a late payment fee.

Verbal appeals are not accepted.

A student may appeal a late payment fee if incorrect information was received from an Indiana University faculty/staff member that directly resulted in failure to pay on time. Student must provide written supporting documentation from the faculty/staff member for the request to be considered.

A student may also appeal a late payment fee if timely payment was prevented by extenuating circumstances beyond the student's control. The situation must be explained below in detail and written supporting documentation attached.

To prevent a hold from being placed on your student account, late payment fees must be paid and will be refunded or credited toward your balance owed if your waiver request is approved.

***The fee waiver request form must be received one week prior to the next appeal committee meeting, which is typically held on the first Wednesday of each month. However, meeting dates are subject to change without notice. If form is received after the deadline, the fee waiver request will be reviewed at the following meeting.***

**STUDENT INFORMATION** (please print or type)

Name (last, first middle initial)			
University ID #	E-mail address	Phone #	
Current Address (street, apartment #, or PO Box, city, state, zip code)			
Term for which waiver is requested (appeal must be received <i>within one year</i> after the end of the term for which the waiver is being requested)			

**REASON FOR WAIVER REQUEST (please print or type)**

Please state your reason for requesting a late payment fee waiver. (You may continue on the reverse side of this form, if necessary.)

Signature	Date
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Returned completed form to: Indiana University — Office of the Bursar  
Poplars Building  
400 East 7th Street  
Bloomington, IN 47405-3085  
ATTN: Fee Policy Appeals Committee

FAX #: (812) 855-7535  
ATTN: Fee Policy Appeals Committee