

LATE FEE WAIVER REQUEST

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

- Due to not acknowledging an invoice. It is the student's responsibility to regularly check his/her VCU email for the ebill notifications. Failure to acknowledge the online 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 billing and 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 _____ VCU 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, P.O. Box 843036, Richmond, VA 23284-3036 or return the completed form to 1015 Floyd Ave., Harris Hall.

For Student Accounting Department use only

Approved Denied

Signature

Approved Denied

Signature

For Financial Aid Office use only

Reason _____

Approved Denied

Signature