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 VCU E-mail Address		MI	Stud	dent ID	Numb	er	,	!	!	
Local Telephone Number	VCU E-m												
Semester Late Fee Occurred	☐ Fall	☐ Spring	☐ Spring ☐ Summer			Year Late Fee Occurred							
Reason for Request											_		
											_		
Student's Signature			 .	Date						_			
Please mail the completed for or return the completed form t				nt, P.O. Box	8430	36, R	tichm	ond,	VA :	23284	-3030	6	
For Student Accounting De	only	For	Financial Ai	d Offic	ce us	e onl	у						
☐ Approved ☐ Denie		Re	ason										
Signature													
☐ Approved ☐ Denie	d			pproved] Den	ied						
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