

Late Payment Fee Appeal

Name: _____ Student ID: _____

Address: _____ Phone: _____

_____ Email: _____

Term Fee was assessed: Fall Spring Summer Year: _____

Is Tuition (less late fee) paid in full? Yes No If you have unpaid tuition that is past-due, your appeal will be denied.

The late fee will only be waived in cases of University error or Extraordinary Circumstances. Please identify which exception applies to you:

1) Was the late fee due to Financial Aid Error? (If yes, attach a letter from the Financial Aid Office and explain): Yes No

2) Was the late fee due to University Error? (if yes, attach a letter from the department involved and explain): Yes No

3) Was the late fee due to Extraordinary Circumstances, such as natural disaster or illness or death in the family? (if yes, attach supporting documentation, such as a doctor's note, obituary, or copy of death certificate, and explain): Yes No

Explanation :

Student Financial Responsibility Reminder. I understand that:

1. LSSU charges a late fee of 1.5% of the outstanding balance on the 16th of each month. I will incur this late fee charge on the balance due and risk cancellation if I do not pay tuition/fees in full by the fee payment deadline.

2. The fee payment deadline is 30 days following the due date of the bill. All financial activity on your student account can be viewed through the Bill & Payment Suite through Anchor Access. Notification of a new billing statement is sent via e-mail to the student's LSSU issued e-mail address and any Authorized Users.

3. If I add a course after the registration period, payment is due immediately upon registration.

4. The complete Student Financial Responsibility Policy is presented during registration and available at <https://www.lssu.edu/business-operations/tuition-and-fees/>

STUDENT CERTIFICATION: I certify that I have read and understand the information provided regarding tuition/fee payments and have completed this form truthfully and to the best of my knowledge

Student Signature

Date

OFFICE USE ONLY

Received By: _____

Resolution: _____

Verified Tuition/Fees paid in full: _____

Reason: _____

Student Notified Date: _____

Account Updated By/Date: _____