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____________________________________

____________________________________

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

For Financial Aid Office use only

Reason____________________________________

____________________________________

☐ Approved  ☐ Denied

Signature