

Request for Reimbursement of the Late Registration Fee

Please Read

*You will receive a late registration fee if your initial registration occurs after the deadline as set by the Academic Calendar (8:00 PM the Friday prior to start of term). **Without exception, this form is not valid after the term ends (last day of classes). Please pay the late registration fee to avoid any additional fees being assessed to your account. The approval of this request will only remove the late registration fee.***

Please note: The completion of this form does not guarantee approval. Requests will be carefully reviewed and decisions determined by the Office of the University Registrar. The Office of the University Registrar reserves the right to deny any request for reimbursement of the Late Registration Fee.

**Please print all information*

Last Name	First Name	M.I.	Student ID #
Registration Term: Fall Spring Summer 20_____		Registration Date _____	
(Please Circle the Correct Term)			

EXPLANATION OF WHY THE LATE REGISTRATION FEE SHOULD BE REIMBURSED:
 (Please use the reverse of this form and attach any documentation that supports your request)

***Student Signature (required):** _____ **Date:** _____