

LATE FEE WAIVER APPEAL

URI Enrollment Services
 Green Hall
 35 Campus Avenue
 Kingston, RI 02881
 Phone: 401-874-9500
 Fax: 401-874-5260

Instructions:

Additional fees will be charged to your student account if you make payments after the due date, or if you register late. To appeal any of these charges, please complete all sections of this form. In Section B, briefly describe your reason for submitting this request to have your fee(s) waived. Appeals are generally considered only if University error is involved or unforeseen circumstances apply. Please attach appropriate supporting documentation if applicable. Completed forms should be mailed, faxed, or brought to Enrollment Services.

SECTION A. Student Information		
Name (last, first, middle initial)	Student ID number	Phone number (include area code)
Current address (street address, apartment number or P.O. Box, city, state, zip code)		
Email address	Amount appealed	Term and year fee was assessed
Fee type (Please check one.) <input type="checkbox"/> late payment fee <input type="checkbox"/> late registration fee		
SECTION B. Reason for Request		
Please state your reason for requesting a fee waiver. You may continue on the reverse side of this form, if necessary. You must sign this form certifying that the information you provided is true.		
Signature:		Date:

For Office Use Only

late payment fee 240000009300	late registration fee 240000009200	appeal status: <input type="checkbox"/> approved <input type="checkbox"/> denied	comments
ES representative's signature		date	