LATE REGISTRATION FEE WAIVER REQUEST FORM

Office of the Registrar
10501 FGCU Boulevard South
Fort Myers, FL 33965-6565
Office 239-590-7980 or 888-373-2040
Fax 239-590-7983
Email orr@fgcu.edu

Florida Gulf Coast University will approve a waiver of the Late Registration Fee if a student registers late due to circumstances determined by the University to be exceptional and beyond the control of the student. Requests for a waiver must meet one of the conditions listed below. All Late Registration Fee Waiver Requests must be submitted with appropriate documentation no later than the last day of the term for which the fee was applied.

☐☐☐☐☐☐☐☐☐
University Identification Number

Name _____
Last First Middle

Address _____
Street City State Zip

Phone (W) _____ (H) _____ Email _____

COMPLETE ITEMS A - C

A. Term and Year of Registration _____

B. Initial date of Registration _____

C. Check the conditions which apply to this waiver request:

- ☐ Illness of student (or family member – i.e., parent, spouse, child, or sibling) of such severity or duration that precludes timely registration as confirmed in writing by a physician.
- ☐ Death in the immediate family (parent, spouse, child, or sibling) that precludes timely registration, as confirmed by documentation indicating the student's relationship to the deceased.
- ☐ Involuntary call to active military duty or return from active duty that precludes timely registration, as confirmed by military orders.
- ☐ University error which precludes timely registration, as confirmed in writing by an appropriate University official or by an appropriate official University document.
- ☐ Other documented exceptional circumstances beyond the control of the student that precludes timely registration, accompanied by a letter of explanation and appropriate documentation.

_____ _____
Student Signature Date

For Office Use Only

☐ Approved
☐ Disapproved

_____ _____
Authorizing Signature Date