



# Late Payment Waiver Request

Bursar's Office – McTarnaghan Hall  
Office of the Controller

Phone: (239) 590-1213  
Fax: (239) 590-1219

10501 FGCU Boulevard South  
Fort Myers, FL 33965

*All Late Payment Fee Waiver Requests must be submitted to the Bursar's Office within six months of the last day of the respective term as noted on the Academic Calendar.*

Name	UIN	Phone Number
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Complete Items A-E:

- A. Check the condition(s) which apply to this waiver request:
  - Student illness of such severity or duration that precludes timely payment of registration fees, as confirmed in writing by a physician.
  - Death in the immediate family (parent, spouse, child or sibling) that precludes timely payment of registration fees, 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 payment of registration fees, as confirmed by military orders.
  - University error which precludes timely payment of registration fees, as confirmed in writing by an appropriate University official or by an appropriate official University document.
  - Other documented exceptional circumstance beyond the control of the student that precludes timely payment of registration fees, accompanied by letter of explanation and appropriate documentation.
- B. Term of Registration: \_\_\_\_\_
- C. Include a detailed statement of explanation (**this must be from the student**).
- D. Include all documentation that supports the claims stated in the student statement.
- E. Sign and submit this form to the Bursar's Office.

**Note: Requests will be denied if the appropriate documentation is not submitted along with this form.**

_____ Signature	_____ Date
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**OFFICE USE ONLY BELOW THIS LINE**

Approved (1): _____	Denied (1): _____
Approved (2): _____	Denied (2): _____
More Docs: _____	Expired: _____
Notification: _____	