



## Late Payment Fee Appeal Form

This form can be used to appeal the Late Payment Fee. The appeal must be made within 10 calendar days from the day the fee was charged to your student account.

Submit completed form:

1. By email to [academicrecords@uoguelph.ca](mailto:academicrecords@uoguelph.ca) OR
2. In person at the Lincoln Alexander Student Service Centre on the third floor of the University Centre

**Incomplete forms will not be considered for appeal.**

Last Name:

First Name:

ID Number:

Semester (i.e., 1st, 2nd, 3rd, etc.):

Telephone:

Most Recent Semester of Registration (i.e., F23):

Email Address:

@uoguelph.ca

Full-Time Student?

Part-Time Student?

Please indicate:

I am appealing the Late Payment Fee assessed to me in the \_\_\_\_\_ semester (i.e., F23)

I have previously appealed a Late Payment Fee. It was \_\_\_\_\_ denied \_\_\_\_\_ granted

I am (was) on a Co-op Work Term during the semester in which the Late Payment Fee was assessed

I have attached documents in support of this appeal (be advised that documents will not be returned to you)

By submitting this form, I acknowledge that if this appeal is granted, an additional Late Payment Fee appeal is unlikely to be granted in a future semester.

What is the reason or circumstance surrounding this appeal request? (An explanation is required.)

(Attach a separate letter if necessary.)

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use Only:

Date Received: \_\_\_\_\_

Last Semester Registered: \_\_\_\_\_

Request:            ☐ Granted            ☐ Denied            ☐ Partial            ☐ Pending

Signature: \_\_\_\_\_

Date: \_\_\_\_\_