

Late and Re-instatement Fee Appeals Form

This form can be used for the following appeals:

- Late Payment Fee (Must be made within 10 calendar days from the FIRST class day)
- Re-instatement Fee (Must be made within 10 calendar days of re-instatement)

Incomplete Requests will not be considered for appeal.

Last Name:

First Name:

ID Number:

Semester Level:

Degree Program:

Email address:

@uoguelph.ca

Local Telephone:

Permanent Telephone:

Local Address:

Permanent Mailing Address:

Appeal for:

Late Payment Fee (Paid \$.00)

Re-instatement Fee (Paid \$.00)

Please indicate:

This is my FIRST semester at Guelph

I have registered in a previous semester at Guelph

I have completed my degree/diploma at Guelph

Appealing Fee paid in the _____ semester. (i.e. Fall '12)

I have previously appealed:

Late Payment Fee

Re-instatement Fee

Have you attached documentation?

Yes – Documents will NOT be returned.

No

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: _____

Billing Registration Form Sent? _____

Submitted Course Selection? _____

Date Cheque was received? _____

Request: Granted Denied Partial Pending

Signature: _____

Date: _____