

**THE UNIVERSITY OF TEXAS AT DALLAS**

**BURSAR'S OFFICE**

**LATE FEE APPEAL**

- This form is an appeal for the University to waive late fees that have been assessed to the student account for late payment, late registration or non-payment of tuition & fees. The University assesses late fees according to the Payment Due Date Schedule in the Academic Calendar posted on the web:  
<http://www.utdallas.edu/student/class/>
- The University will review the late fee appeal and the decision will be emailed to the student in five business days.

**Important: Please note that late fees will not be waived solely because the student was not aware of the payment deadlines, did not receive a bill, or registered late.**

**NAME:** \_\_\_\_\_

**STUDENT ID NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

Please **print** the specific reasons for requesting a waiver of late fees (attach additional sheets or write on the back of this form if necessary):

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Your Social Security Number (SSN) or UTD Identification Number is being requested because it is a unique identification number which is maintained for the purpose of assurance that the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of such information is voluntary. Your disclosure of your Social Security Number or UTD Identification Number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(Please return to the Bursar's Office at MC 1.302 for your appeal to be considered.)