LATE FEE PETITION FORM

The Ohio State University - Office of the University Registrar

To appeal a Late Fee that has been assessed to your Statement of Account, you should complete the information below. In addition to your explanation of why your feel your petition should be considered, you should provide any additional documentation that may be relevant to your request. Example of this could include information related to medical/illness or a family emergency. If you believe the Late Fee is the result of university error, you must identify the office you believe erred and any person(s) involved. A supporting letter from the department on their letterhead should be included, if possible. **NOTE: You are responsible for this fee! You should pay all fees by your due date to avoid a hold or being dropped from classes. If your petition is approved, a refund will be applied to your account.**

NAME: _____

Last First Middle or Maiden

OSUID#: _____ OSU Email Address: _____

TERM: _____ YEAR: _____

FEE TYPE:

_____ Late Payment Fee (Note: Please contact the Student Service Center regarding TOPP late fees.)

_____ Late Registration Fee

_____ Late Course Add Fee

_____ Re-Enrollment Fee

STUDENT SIGNATURE _____DATE _____

Have you included the following?

- Completed form.
- Explanation of why the late fee was incurred (in letter format).
- Supporting documentation (required).

Send all documents to:

Fax to 614-292-7199, Attn: Late Fee Petitions

Email to registrar@osu.edu, Subject: Late Fee Petition

Drop off your completed petition at:

Student Service Center (SSC),
1st Floor SAS Building
281 West Lane Avenue
Columbus OH 43210

Mail to:

The Ohio State University
Office of the University Registrar
Attn: Late Fee Petitions
5th Floor SAS Building
281 West Lane Avenue
Columbus OH 43210

You will be notified by the Office of the University Registrar (OUR) regarding the decision on your petition. The Student Service Center will not have any information on the status of your petition after it has been submitted to OUR. If you have follow-up questions, you should email registrar.osu.edu with the Subject Line of "Late Fee Petition". All decisions will be communicated to the student through his/her OSU email account within ten (10) business days.