

Types of Late Fees/Penalty Fees & Appeal Process

Late Payment Fees

If a student's account is not paid in full by the deadline (usually one week prior to the start of classes) the student's account is subject to a \$200 Late Payment Fee. An additional \$100 Late Payment Fee is assessed if the account still remains unpaid by the end of the second week of classes.

** A separate late fee structure applies for past due balances owed to University Residence and Dining Services.*

Late Registration Fee

If the student does not complete his/her initial registration by the end of the second week of classes, the student's account will be assessed a Late Registration Fee in the amount of \$500. The fee only applies if the student is completing his/her initial registration after this point. If the student is adjusting an already established schedule by adding/dropping courses the fee does not apply.

Late Course Add Fee

If a student is registering for additional classes beyond the end of the second week of classes, the student's account will be assessed a \$100 Late Course Add Fee for each additional course added. If the student is only adjusting hours or swapping sections for a course that is already scheduled, the fee will not apply.

Re-Enrollment Fee

Students who have not fully paid tuition, all fees, and prior term balances by the end of the second week of classes will be dropped from their courses as a result of their failure to pay. Students who have been dropped for non-payment and wish to be re-enrolled will be assessed a \$300 fee to re-enroll **in addition to** any incurred late fees.

The Petition/Appeal Process

Students have the right to appeal any penalty fee assessed to their account. The first appeal is a written petition from the student to the Office of the University Registrar. The petition is a letter from the student explaining the circumstances and his/her justification for the request. There are only two valid reasons why a fee will be reversed, and it is incumbent on the student to prove that the assessment of the fee was the direct result of one of these two reasons. The student must prove either:

1. University error
2. Circumstances beyond the control of the student

Petitions can be turned in to the Student Service Center (SSC). The petition (along with any supporting documentation) goes through three levels of review. The final decision is communicated directly to the student.

If the appeal is denied, the student receives information about requesting a hearing before the Registrar's Appellate Review Committee (RARC). This committee is made up of faculty, staff, and students. The decision of the RARC is the University's final ruling on the matter and cannot be appealed again.