



### Late Fee Petition Form

#### Student Information

Student Information			
_____	_____	_____	_____
Last Name	First Name	Middle Name / Initial	Suffix
_____	_____	_____	_____
Ohio State ID	Ohio State Name.#	Term (Autumn/Spring/Summer)	Year

#### Instructions

Please check the box below that best aligns with your reason to petition:

- University error** - you must identify the office you believe erred and any person(s) involved, and, if possible, a supporting letter from the department on their letterhead should be included.
- Medical/illness or family emergency** – a doctor’s statement, hospital bill, copy of obituary for family death, etc. must be included.
- Extenuating circumstance** – a copy of police report, military deployment order, letter of support from employer or party responsible for third party payment, etc. must be included.

**TOPP late fees** - contact Buckeye Link at [buckeyelink@osu.edu](mailto:buckeyelink@osu.edu) or 614-292-0300.

**Housing late fees** - contact University Housing at [housing@osu.edu](mailto:housing@osu.edu) or 614-292-8266.

#### Fee Type

- Late Payment Fee     
  Late Registration Fee     
  Late Course Add Fee     
  Re-Enrollment Fee

**You are responsible for this fee. Pay all fees by the due date to avoid a hold or being dropped from classes. If your petition is approved, a refund will be applied to your account.**

#### Certification

- I have filled out the Late Fee Petition Form completely.
- I affirm that the information provided on this form is true and accurate.
- I have included an explanation of why the late fee was incurred (in letter format) and attached supporting documentation (required).

\_\_\_\_\_

Legal Signature

\_\_\_\_\_

Date

#### Notification

You will be notified by the University Registrar regarding the decision on your petition. Buckeye Link will not have any information on the status of your petition after it has been submitted to University Registrar’s office. If you have follow-up questions, you should email [registrar@osu.edu](mailto:registrar@osu.edu) with the subject line “Late Fee Petition”. All decisions will be communicated to the student through his/her Ohio State name.# email account within ten (10) business days.

Revised: 01/18/2017

#### To return this form:

Deliver in person to: Buckeye Link, 281 W. Lane Ave., Columbus OH 43210-1132

Mail to: The Ohio State University, University Registrar (ATTN: Late Fee Petitions)  
5<sup>th</sup> Floor SAS Building, 281 West Lane Avenue, Columbus, Ohio 43210

Fax to: 614-292-7199 (ATTN: Late Fee Petition) | Email to: [registrar@osu.edu](mailto:registrar@osu.edu) (Subject: Late Fee Petitions)