# Late Fee Petition Form

## Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name / Initial</th>
<th>Suffix</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Ohio State ID</th>
<th>Ohio State Name.#</th>
<th>Term (Autumn/Spring/Summer)</th>
<th>Year</th>
</tr>
</thead>
</table>

## 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 the Student Service Center at ssc@osu.edu or 614-292-0300.

**Housing late fees** - contact University Housing at 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. The Student Service Center 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 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: 12/09/2014

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To return this form:

Deliver in person to: Student Service Center, 281 W. Lane Ave., Columbus OH 43210-1132

Mail to: The Ohio State University, University Registrar (ATTN: Late Fee Petitions)

5th Floor SAS Building, 281 West Lane Avenue, Columbus, Ohio 43210

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