



The University of South Florida will approve a waiver of the late payment fee if the student is unable to make payment on time due to an administrative error as determined by the University. If the circumstances were not an administrative error the student needs to submit a separate late fee waiver request. Departmental requests for a waiver must meet the condition listed below to be considered:

University error which precludes timely payment of registration fees. The waiver must be signed by the department's Dean or Chair Person. An explanation as to why this error occurred needs to be provided.

Email or FAX the completed and signed petition form and all relevant documentation to UCO-Student Financial Services.

Email: sfscommittee@usf.edu
FAX: 813-974-6077

***In order for the late fee to be waived all past and current term charges due must be paid.**
***Petitions submitted without documentation will be denied automatically.**
***Petitions must be submitted to Student Financial Services by the end of the semester for which the waiver is requested.**
***Petitions are reviewed within ten (10) working days from the date received.**

Department Name: _____ Mail Point: _____
Phone Number: _____ Email: _____

Term of Registration: Fall Spring Summer Year: _____

Explanation: Attach additional sheets if necessary and attach all supporting documentation.

Please list all the students the waiver is being requested for:

USFID	LAST NAME	FIRST NAME

Certification: I certify that these facts are true and accurate to the best of my knowledge.

Submitted by (Print) _____ (Signature) _____ (Title) _____ (Date) _____

Dean/Chair Person (Print) _____ (Signature) _____ (Title) _____ (Date) _____

For Office Use Only

Approved - submit form to Accounts Receivable

Denied- submit original form to Cashier's Office. Mail copy to department.

Authorized Signature Date