

Late Registration Waiver Request Form



The University of South Florida will approve a waiver of the Late Registration Fee if a student registers late due to circumstances determined by the University to be exceptional and beyond the control of the student. In order to be considered for a late registration waiver, one of the conditions listed on this form must be met and documented. Submit completed forms and documentation to the University of South Florida, Office of the Registrar, SVC 1034, 4202 East Fowler Avenue, Tampa, FL 33620-6950.

NOTE: BOG Regulation 7.002 states: A written appeal for a refund or other appeal action must be submitted to the University within six months of the close of the semester to which the refund of other appeal action is applicable.

Name _____ Student ID _____

Address _____ Telephone _____

City, State & ZIP _____ USF Email _____

COMPLETE ITEMS:

Check the condition(s) which apply to this request, along with supporting documentation.

- Illness of the student of such severity or duration to preclude completion of the course(s) as confirmed in writing by a physician (M.D).
- Death of the student or death in the immediate family (parent, step-parent, grandparent, spouse, child or sibling) as confirmed by documentation (death certificate, obituary) indicating the student's relationship to the deceased.
- Involuntary call to active military duty as confirmed by military orders.
- A situation in which the University is in error as confirmed by an appropriate University official.
- Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by explanatory letter and supporting documentation.

Initial date of registration _____ Term of registration _____

Sign and submit this form with your detailed explanation and documentation to the Office of the Registrar (Tampa) or the Records and Registration office on any regional campus.

Student Signature _____ Date _____

FOR OFFICE USE ONLY

- Approval
- Denied
- Reason for Denial: