

Late Registration Fee Waiver Request



UNIVERSITY of
SOUTH FLORIDA

Student Success

Office of the Registrar

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 Office of the Registrar or the records and registration location on your campus.

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 term to which the refund of other appeal action is applicable.

Name _____ USFID Number _____

Address _____ Phone _____

City/State/ZIP _____ Home Campus _____

Term of Registration: Summer Fall Spring Date Registration Initiated _____

Select the condition(s) which apply to this request, and include 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 (i.e. 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.

Sign and **submit this form with supporting documentation** to the Office of the Registrar at aa-far@usf.edu.

Student Signature _____ Date _____

PLEASE NOTE: This process can take up to 30 days from the date of submission. You will be notified of the committee's decision via USF email.

FOR OFFICE USE ONLY:

Decision:

Approved

Denied
Reason for Denial:

Office of the Registrar	Tampa campus 4202 E. Fowler Ave., SVC 1034 Tampa, FL 33620	St. Petersburg campus 140 7th Ave. S., BAY 102 St. Petersburg, FL 33701	Sarasota-Manatee campus 6350 N. Tamiami Trail, SMC C107 Sarasota, FL 34243	Submit to: aa-far@usf.edu
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