

Texas A&M University

Late Payment Penalty and Late Registration Penalty Waiver Request

Please Read the Following in its Entirety Before Proceeding

It is each student's responsibility to pay his or her tuition, fees and other charges by published due dates, or as otherwise provided. Late payment penalties are assessed when students fail to pay their current charges by the assigned due date. Late registration penalties are assessed when students register on or after the last working day before classes begin. Late registration penalties also apply when students register before classes begin, fail to pay their tuition and fees before the first day of classes, and their registration is cancelled. Failure to access and review your statement is not a valid reason to request a waiver of a late payment or late registration penalty. Deadlines and payment instructions provided to students by Student Business Services by mail or Email, or through the <http://sfs.tamu.edu> or AggiE-Pay websites, supercede other information you may receive.

Due to staffing and time constraints, verbal appeals of late payment and registration penalties cannot be accepted. A student may appeal a late payment or late registration penalty only if they received incorrect information from a Texas A&M University faculty or staff member that directly resulted in their failure to meet their payment deadline. **The student must provide written corroboration from the faculty or staff member involved on department letterhead for the request to be considered.**

Requests will be reviewed and information confirmed. Late fees must be paid and will be refunded if a waiver is approved. Please complete this waiver request, attach your signed documentation and return to Student Business Services, Suite 2801, GSC MS6001, College Station, Texas 77843.

Name (Please Print)

Student ID Number

Student's NEO e-mail address

Request to Waive the following Late Fee:

- \$25 Late Payment Fee
- \$100 Late Registration Fee
- \$200 Late Registration Fee
- \$50 Late Class Addition Fee
- \$50 Reinstatement Fee

Reason for Request:

- Departmental Request
- Financial Aid Adjustment

Signature

Date