



Office of Student Accounts

Student Request to Waive Late Fee

Student Name (Last, First, MI) R Student ID Date of Request
Student Phone Number Student Campus Email @rbc.edu
Please select term: Fall Winter Spring Summer

Before completing this request, please review the Late Fees section of the Tuition & Refund Policy, Student Financial Responsibilities, and Billing Schedule information located on the Office of Student Accounts website which details that:
Students must pay all calculated charges on, or before, the semester due date or the date a charge is incurred (whichever occurs later).
If tuition has not been paid, secured with Financial Aid or a payment plan, a 10% late fee (\$100 max) will be charged.
Failure to receive a bill does not waive the requirement for payment when due and does not prevent application of the late fee.
Students must review any electronic billing statements and review their Banner account regularly for balances.
Bills will show pending financial aid if all requirements have been met at the time a bill is generated.
Students are responsible for taking all necessary actions to secure financial aid prior to the semester due date.

Please explain below the extraordinary circumstance that prevented paying the balance prior to the deadline. Attach any backup documentation (doctor's note, obituary, etc.) if applicable.

Late fees will not be waived for the following reasons: lack of funds, a tuition bill was not received, the Financial Aid process was not complete by the due date, balance changes, or delay of mail services.

Return form to the Cashier's Office in the Enrollment Services Center on campus or email to mmahoney@rbc.edu. Results of your request will be sent to your campus email within 5 business days.

EXPLANATION:
[Blank lines for explanation]

Student Signature

Office Use Only:
Date Received: Date Reviewed: Date Student Notified:
Attachments (y/n): Approved: Denied: Management Initials:
Comments or reasons for denial: