



Richard Bland College
of WILLIAM & MARY
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 \$50 late fee 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 Pecan Hall on campus or email to cashieroffice@rbc.edu. Results of your request will be sent to your campus email within 5 business days.

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: _____

