

Request to Waive Late Registration Fee

Name _____ DU ID _____

Email Address _____ Term/Quarter _____

In the case of extenuating circumstances that are beyond the student's control, a student may appeal for a waiver of their late registration fee. An appeal requires that the request for a late registration fee waiver be made prior to the end of the sixth week of the term (defined by the deadline for automatic withdrawal - W). To be eligible for a late fee waiver the reason must meet one of the following criteria and must be accompanied by appropriate documentation as specified below. Please check the appropriate box:

Documentation: Letter on letterhead from immediate supervisor or human resource administrator. Unexpected increase in job responsibilities, required change in work schedule, or required travel that prevented registration prior to the first day of classes.

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Documentation: Letter on letterhead from immediate supervisor or human resources administrator that specifies dates of increased workload or travel.

Institutional circumstances beyond the control of _____ the student, requires departmental support through written documentation. The department must agree to pay late fee for the student.

If the documentation is adequate and establishes a condition that prevented the student from registering prior to the first day of the quarter, appropriate adjustments will be made to the student's account. If conditions do not merit a waiver, the student must pay the late registration fee. Students will be notified of a decision by email. All decisions are final. Please provide a brief explanation below of the circumstances resulting in the late registration fee and attach the appropriate documentation. Return this form directly to the Office of the Registrar or by email as an attachment to registrar@du.edu. If you submit by email, please type your name on the signature line.

Student Signature: _____ Date: _____