

LATE FEE APPEAL PROCESS

In order for a student to appeal any late fee posted to their student account, the following steps must be completed:

- **Student must complete the Late Fee Appeal Form.** Please see second page for the Late Fee Appeal Form. This appeal must include the student's name, ID number, and reason why the student is requesting the late fee be removed. The appeal can be dropped off at the Student Billing Office, 336 Arts & Administration Building or emailed to studentbilling@bloomu.edu.
- **The appeal must be written by the student.** No appeals will be accepted from parents or anyone other than the student with the late fee on their account;
- **The appeal must be made in the same semester as the late fee charge.** No appeals will be accepted for previous semester's late fee;
- **The student must pay their bill in its entirety (including the \$75 late fee).** No appeals will be considered unless the student bill is paid in full. If after review, the late fee is reversed, the student will be refunded the late fee;
- The late fee appeal process does not apply to late payment fees assessed by the MyHusky payment plan;
- All appeals will be reviewed by the Student Billing Office and a determination email will be sent to the student's MyHusky email address within two weeks.

Please be sure to follow the above process in order for your appeal to be reviewed. Appeals received that do not follow the above process will not be reviewed.

REMINDER: Your student account must be paid in full, including the late fee, in order for your appeal to be considered.

Student Accounts Late Fee Appeal Form

Please complete the following form in accordance with the Late Fee Appeal Policy found on the Student Billing website. Please email the completed form to studentbilling@bloomu.edu or drop off the form at the Student Billing Office located at 336 Arts & Administration Building during our normal office hours (8am – 4pm Monday through Friday).

Upon acceptance from the Student Billing Office, the result of the appeal will be emailed to the student's MyHusky email address within two weeks.

Student Name: _____

Student ID: _____

Appeal:

Signature: _____

Date: _____

REMINDER: Your student account must be paid in full, including the late fee, in order for your appeal to be considered.