

LATE PAYMENT FEE APPEAL REQUEST

This form is to be used for Late **TUITION Payment Fee** appeals only.

Send Late **Initial Enrollment Fee** appeals to the Office of the Registrar - Tuition Assessment section e-mail tuition@em.wisc.edu

YOUR LATE PAYMENT FEE APPEAL WILL NOT BE GRANTED IF:

- You have a history of paying tuition late or paid with a bad check.
- The eBill notification e-mail went to junk mail or you didn't read it.
- Your balance changed, so you were waiting for a revised bill.
- **Your tuition balance must be paid in full before your late fee appeal will be considered.**

HOW TO FILE A LATE PAYMENT FEE APPEAL REQUEST:

If you were assessed a late payment fee and feel you are eligible for a late fee waiver, submit a Late Payment Fee Appeal form and supporting documents using one of the following methods;

1. Complete an on-line appeal form @ <http://www.bussvc.wisc.edu/bursar/latepay.html> then click "send form".
2. Print out and complete an **appeal request**, (link to <http://www.bussvc.wisc.edu/bursar/lateform.pdf>) attach supporting documents and bring to: Bursar's Office at 333 East Campus Mall, 10th floor # 10501 during business hours: 7:45 AM - 4:00 PM, M-F.
3. Print out and complete an **appeal request**, (link to <http://www.bussvc.wisc.edu/bursar/lateform.pdf>) attach supporting documents and mail to: UW-Madison Bursar's Office, 333 East Campus Mall, # 10501, Madison, WI 53715-1383.

HOW TO VERIFY YOUR TUITION AMOUNT DUE AND DUE DATE:

- Go to your My UW Student Center – Tuition Account Summary @ <http://my.wisc.edu>
- Click "Make ePayment/ View eBill" to view your eBill.
- The Course Catalog at <http://registrar.wisc.edu>

WHAT YOU CAN DO TO PREVENT A TUITION LATE PAYMENT FEE:

- If you intend to pay tuition with financial aid, begin the application process with the Office of Student Financial Aid no less than 30 days prior to your tuition due date.
- "eBill e-mail notification wasn't read or went to junk mail" are not accepted reasons for not paying tuition and fees by the due date. It is the student responsibility to monitor their tuition account balance and due date on their My UW Student Center at <http://my.wisc.edu> (Or call Bursars Office at: 608-262-3611, 7:45a.m. – 4:30p.m. M-F).
- To avoid mail delays, you can pay by ePayment or in person. If mailing, send payment **at least** five business days prior to the due date. Bursar's Office is not responsible for mail delays. Go to <http://www.bussvc.wisc.edu/bursar/tuitpay.html> for more payment methods and delivery information.

DATE: ____/____/____

TERM: _____

STUDENT NAME:

Last Name

First Name

Middle Initial

CAMPUS ID: _____

EMAIL ADDRESS: _____

