

LATE PAYMENT FEE APPEAL REQUEST

This form is to be used for **LATE TUITION PAYMENT FEE** appeals only.
Submit **LATE INITIAL ENROLLMENT FEE** appeals to the Office of the Registrar - Tuition Assessment Section at tuition@em.wisc.edu

YOUR APPEAL WILL NOT BE GRANTED IF

- You have a history of late tuition and/or bad check payments.
- You did not receive your bill or were waiting for a revised bill.

Note: Failure to receive a Tuition Student Account bill is not an accepted reason for not paying tuition fees by the due date. The tuition due date is posted in the Course Catalog at <http://registrar.wisc.edu/deadlines.php>. You can also access your Tuition Student Account under the Financial tab on <http://my.wisc.edu> and determine the amount due and due date. It is the student's responsibility to keep their addresses updated at all times in their My UW account. Bills are sent to the address indicated by the student.

HOW TO FILE A LATE PAYMENT FEE APPEAL

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 documentation using one of the following methods:

- Complete an on-line appeal request form on <http://www.bussvc.wisc.edu/bursar/bursar/latepay.html> and "send form."
- Complete a preprinted appeal request form, attach supporting documentation, and bring it to the Bursar's Office, 333 East Campus Mall, #10501 Window hours are: 7:45 AM -4:25 PM, M-F.
- Mail the completed appeal form and supporting documentation to: Late Payment Fee Appeal Committee, Bursar's Office, 333 East Campus Mall, # 10501, Madison, WI 53715-1383

WHAT YOU CAN DO TO PREVENT A TUITION LATE PAYMENT FEE

- The Bursar's Office is not responsible for mail delays. It is recommended that **at least** five business days mailing time be allowed for domestic mail. To avoid possible mail delays, you may want to consider making an online e-Check payment or paying in person. You can find additional information at: <http://www.bussvc.wisc.edu/bursar/tuitpay.html>.

Keep a current address on <http://my.wisc.edu> at all times. Review your addresses at least 2 weeks prior to the first date of classes to ensure that your bills are mailed to the appropriate address.

Tuition and fee bills are sent to an active Billing address if the student has set one up. If no Billing address is set up, bills will be sent to an active Mailing address. All other correspondence (including student refund checks) from the Bursar's Office is sent to an active Mailing address.

If you have NOT entered a Billing address and do NOT have an active Mailing address, correspondence will be sent to your active Home address. If no active addresses of any type are found, a bill cannot be sent.

- Failure to receive a Tuition Student Account bill is not an accepted reason for not paying tuition fees by the due date. It is the student's responsibility to check their tuition account balance and their due date through the Student Center on My UW-Madison (<http://my.wisc.edu>) under "Finances" and "My Account" or call the Bursars Office at (608) 262-3611. Phone hours: 7:45 AM – 4:30 PM, M-F.
- If you intend to pay your tuition with financial aid, begin your financial aid application process with the Office of Student Financial Services **no less than 30 days prior to your tuition due date.**

DATE: ____/____/____

TERM: _____

STUDENT NAME:

Last Name

First Name

Middle Initial

CAMPUS ID: _____

EMAIL ADDRESS: _____

