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@gabriel.acadsvcs.wisc.edu

**YOU ARE NOT ELIGIBLE TO APPEAL YOUR LATE TUITION PAYMENT FEE IF:**
- A late fee was waived for you in the past.
- Your tuition payment has been late in the past.
- You wrote a bad check to UW-Madison in the past.
- You did not receive your 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 Timetable, plus you can access your Tuition Student Account under the Financial tab on http://my.wisc.edu, and determine the amount due and due date.

**HOW TO PREVENT A HOLD BEING PLACED ON YOUR ACCOUNT:**
Send payment in full - including the late payment fee.
If the late fee waiver is granted after payment is received, the Bursars Office will issue and mail you a refund.

**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, you may appeal to a Bursar's Office - Student Accounts representative.

Note: A late fee waiver is NOT granted if it is determined a student could have met the payment due date.

Submit a Late Payment Fee Appeal form and supporting documentation that demonstrates you (the student) are not at fault for failure to pay tuition fees by the due date, using one of the following methods:
- Complete an on-line appeal request form on http://www.uwindsor.ca/bursar/bursar/latepay.html
- Complete and print this appeal request form and bring it to the Bursar’s Office, 333 East Campus Mall. Business hours are: 8:00 AM -4:00 PM, M-F.
- Mail the completed appeal form to: Late Payment Fee Appeal Committee, Bursar’s Office, 333 East Campus Mall, Madison, WI 53715-1383.

**WHAT YOU CAN DO TO PREVENT A TUITION LATE PAYMENT FEE:**
- Keep a current address on http://my.wisc.edu at all times. Review your addresses at least 15 days prior to the first date of instruction to ensure that your bills are mailed to the appropriate address.
- If you intend to pay your tuition with financial aid, begin your financial aid application process with the Office of Student Financial Services as soon as possible.
- Verify your tuition payment due date and tuition amount due under the Financial tab on http://my.wisc.edu. Or call the Bursars Office at (608) 262-3611. Business hours: 7:45 AM – 4:30 PM, M-F.
- Pay your tuition amount due by the due date.

**DATE:** _____/_____/______  **TERM:** ________

**STUDENT NAME:**

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**CAMPUS ID: __________________________**  **EMAIL ADDRESS: __________________________**

**LATE FEE APPEAL REASON** (Attach supporting documentation to this appeal form):

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