



**Late Payment Fee Waiver Request Form**

Florida Polytechnic University will approve a waiver of the late payment fee, if a student was unable to make a payment on time due to exceptional circumstances beyond their control. In order to be considered for a late payment waiver, one of the conditions listed on this form must be met and documented.

***\*Failure to timely pay tuition and fees without making appropriate arrangements will result in cancellation of the student’s schedule. A student who makes an effort to pay tuition and fees by credit card, check, cash, financial aid, scholarships, grants, waivers, third party contacts, Florida Bright Futures, and/or Florida Prepaid by the published tuition payment deadline will not be cancelled from their courses.***

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_@floridapoly.edu  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

**A. Check the condition(s) which apply to this request, along with supporting documentation**

- a. Death of the student or an immediate family member, i.e., parent, step-parent, grandparent, spouse, child or sibling, as confirmed by a death certificate and an obituary clearly indicating the student’s relationship to the deceased.
- b. Student’s active military duty or return from active duty that precluded timely payment of tuition and fees which is confirmed by military orders.
- c. University error which precluded the student’s timely payment of tuition and fees, as confirmed in writing on university letterhead signed by an appropriate university official or by appropriate official university documents.
- d. Other documented exceptional circumstances (determined by the Bursar) beyond the control of the student, which precluded timely payment of tuition and fees accompanied by explanatory letter and supporting documentation.

**B. Sign and submit form with your detailed explanation and documentation to the Office of the Registrar.**

<b>For Office Use Only</b>	
<p style="text-align: center;"><b>Approved</b></p>  <p>_____</p> <p>_____</p> <p>Authorized Signature</p>	<p style="text-align: center;"><b>Denied Reason for denial:</b> _____</p>  <p>_____</p> <p style="text-align: right;">Date</p>