



Late Registration Waiver Request Form

Florida Polytechnic University will approve a waiver of the late registration fee, if a student registers late due to circumstances determined by the university to be exceptional and beyond the control of the student. In order to be considered for a late registration waiver, one of the conditions listed on this form must be met and documented.

***All late registration fee waivers must be submitted within two weeks of initial registration to the Office of the Registrar.**

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

Complete Items A-D

- A. Check the condition(s) which apply to this request, along with supporting documentation
 - a. Illness of the student of such severity or duration to preclude completion of the course(s), as confirmed in writing by a physician (M.D.).
 - b. 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.
 - c. Involuntary or voluntary call to active military duty, as confirmed by military orders.
 - d. A situation in which the university is in error, as confirmed by an appropriate university official.
 - e. Other documented exceptional circumstances beyond the control of the student, which precluded completion of the course(s) accompanied by explanatory letter and supporting documentation.
- B. Initial date of registration: _____
- C. Term of registration: _____
- D. Sign and submit form with your detailed explanation and documentation to the Office of the Registrar.

For Office Use Only	
Approved	Denied Reason for denial: _____
_____ Authorized Signature	_____ Date