

Late Payment Penalty and Late Registration Penalty Waiver Request
Please Read the Following in its Entirety before Proceeding

It is each student's responsibility to pay their tuition, fees, and other charges by published due dates, or as otherwise provided. Late payment penalties are assessed when students fail to pay their current charges by the assigned due date. Late registration penalties are assessed when students register on or after the last working day before classes begin. Late registration penalties also apply when students register before classes begin, failure to pay their tuition and fees before the first day of class, and their registration is cancelled. Failure to access and review your statement is not a valid reason to request a waiver of a late payment or late registration penalty. Deadlines and payment instructions provided to students by Student Business Services by email or through the Howdy portal supersede other information you may receive.

Due to staffing and time constraints, verbal appeals of late payment and registration penalties cannot be accepted. A student may appeal a late payment or late registration penalty only if they received incorrect information from a Texas A&M University faculty or staff member that directly resulted in their failure to meet their payment deadline. **The student must provide written corroboration from the faculty or staff member involved on Department letterhead for the request to be considered.**

We will review requests to confirm any information provided. You must pay the late fee(s) first and if the waiver request is approved, we will refund the payment. Please complete this waiver request form, attach your signed documentation and email to tuitioninfo@tamug.edu.

Name (Please Print)

Student ID Number

Student's University Email Address

Request To Waive The Following Late Fee:

- \$25 Late Payment Fee
 \$100 Late Payment Fee
 \$100 Late Registration Fee
 Other, Please Explain: _____

Reason for Request:

- Departmental Request
 Financial Aid Adjustment

Signature

Date