

## LATE/ADMINISTRATIVE FEE ASSESSMENT APPEAL

Late Payment/Administrative Fees are assessed according to SUNY policy. You may use this fee appeal form to request a refund/waiver if you believe you were assessed a late fee in error.

The student is liable and responsible for meeting payment deadlines. Failure to receive a student account bill is not an acceptable reason for neglecting to pay your tuition and fees by the due date.

Late fees are assessed on the 15<sup>th</sup> of every month.

You may access your student account summary and make web payments 24 hours a day by going to 'your connection' at the bottom of the <http://www.fredonia.edu> web site.

**You are NOT eligible to appeal your late fees if any of the following are true:**

- You chose to wait for financial aid to be approved or for other personal funds to become available
- Your tuition payment has been late in the past (you will see previous late payment charges on your account summary screen)
- You wrote a bad check to SUNY Fredonia in the past
- You did not communicate with your bill payer
- You did not resolve any questions regarding your amount due prior to the due date

If you believe you were assessed a late fee in error, explain below & attach the appropriate documentation as follows:

1. Payment made but not on account – attach copy of cancelled check or stop payment made on check
2. Error made by office on campus – letter from department on university letterhead supporting claim of error and pending dollar amount
3. Bank returned check in error – letter on bank letterhead verifying bank error
4. Expected third party payment to school – attach copy of award (must be approved prior to billing due date)

Print Student Name: \_\_\_\_\_ Fredonia ID# \_\_\_\_\_

Student Signature: \_\_\_\_\_ Fredonia E-mail \_\_\_\_\_

Date: \_\_\_\_\_

Enter comments below:

Student Signature: \_\_\_\_\_

Return this completed appeal form with your supporting documentation to: Student Accounts Office, Late/Administrative Fee Appeal, 310 Maytum Hall, Fredonia, NY, 14063. You will be notified by e-mail to your @fredonia.edu address of the outcome. Please allow 3 weeks for appeal evaluation.