

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 15th 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 The State University of New York at 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# _____

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, 306 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.