



Late Fee Waiver Form

Late fees may be waived under special mitigating circumstances such as illness, family emergencies, or extreme weather conditions. If you feel that you might qualify for a waiver, please complete the form below.

Please be sure to include documentation to support your request. Completed forms should be taken to the Fine Arts Office, Room 114, and left it in the mailbox marked "Waiver Requests".

Requests will be reviewed by the administration. You will be notified by email within two weeks as to whether your request was granted in full, in part, or denied. Partial or denied requests will be charged to your Bursar Bill. If there is any question as to the amount due, please consult the Bursar's website at <http://www.sfs.upenn.edu/pennpay/how-to-use.htm>.

Date: _____ Course: _____

Student Name (Printed): _____ PennCard ID#: _____

Student Signature: _____ Email : _____

Checkout Number: _____ Hours Late : _____ Fee: _____

Reason for late return: _____

List and attach documentation: _____

For Institutional Use:	
Action Taken: ___ None ___ Fee Reduced ___ Fee Removed ___	Final Fee : _____