



Office of Admissions and Records

**Late Fee Appeal**

**Late payment fees** are assessed when fees are not paid by the published due date in the Academic Calendar. These fees accrue at the rate of \$25 per day up to a maximum of \$250.

**Payment plan late fees** equal to 10% of the account balance are assessed for each late payment when payment plan installments are not paid by the due dates. Any balance owed after the initial installment due date is subject to payment plan late fees even if a formal payment plan has not been activated in the system.

To appeal these fees the Late Fee Appeal form must be completed and signed by the student. Compelling documentation clearly indicating extenuating circumstances beyond the control of the student may be required. If a Late Fee Appeal is approved, the Cashier's Office processes the refund or funding agency reimbursement.

*Admissions & Records:* FSSB 2nd Floor; Phone: 775/784-4700 opt. 2      Fax: 775/784-4283      email: mynevada@unr.edu  
*Cashier's Office:*      FSSB 3rd Floor; Phone: 775/784-6915      Fax: 775/327-2296      email: cashiersoffice@unr.edu

Name \_\_\_\_\_ NSHE ID \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Part 1:**

Which term are you seeking a refund for? \_\_\_\_\_

**Part 2:**

- Late Payment Fee - Submit to Admissions & Records
- Payment Plan Late Fee - Submit to Cashier's Office

**Part 3:**

Please briefly explain your extenuating circumstances in the space below. Additional sheets may be attached.

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**Admissions & Records**     Approved    Evaluator \_\_\_\_\_    Date \_\_\_\_\_  
 Denied

**Cashier's Office**         Approved    Evaluator \_\_\_\_\_    Date \_\_\_\_\_  
 Denied