

LATE AND SERVICE FEE CHARGE PETITION

Student Name: _____ Student ID Number: _____

Chaminade University Honolulu will consider an adjustment of late and service fee charges only in cases where the University has been responsible for a delay in normal processing. If you are receiving scholarships and/or loans from a third party and they are late in sending funds, this is not a University responsibility. **In order for the Business office to consider waiving late and service fees, the federal processor must have received your financial aid application (FAFSA) by July 1 for fall term, November 1 for spring term and by May 1 for summer term.** You must have responded to all requests for documentation in a timely manner. Your petition should be submitted during the semester the fees and charges are assessed and after your tuition/fee bill has been paid. **DO NOT** submit the petition until the late charges have been applied to your bill. Electronic and typed signatures are not acceptable. Please submit your form by mail or fax.

Current Mailing Address

Address: _____ CUH Email: _____

City, State, Zip: _____ Phone Number: _____

Term and Year for Which You Are Petitioning:

Fall Spring Summer Other Year of Term (specify term if you selected other): _____

Provide an explanation as to why your late payment and service charges should be waived. Use back of petition or attach additional sheets if you need more space. Please also attach any documentation that supports your request.

If your petition is approved, your tuition and fee account will automatically be adjusted. If your petition is denied, you will be notified by email at your official University email address.

Student's Signature: _____ Date: _____

For Office Use Only:

_____ Approved _____ Denied Date Reviewed: _____

Processed by: _____ Late Charge: \$ _____

Email to Business Office sent on: _____ Service Charge: \$ _____

Reason: _____