

LATE FEE APPEAL FORM

In conjunction with the North Dakota State Board Policy 830.1, late fees shall be assessed to student's accounts if their account is 30 days past due. To appeal this late fee, students will need to fill out, sign and return this form to the Business Office.

Section 1. Student Information

Last Name: _____ First Name: _____ Student ID: _____

Phone Number: _____ LRSC Email Address: _____

Term late fee was assessed (please check only one): Fall Spring Summer Year: _____

Have you had your late fee removed previously? Yes No

Section 2. Reason for Request

Please state the reason for appealing the late fee.

- Late Scholarship Check Financial Aid Issues
 Other

Please explain:

Section 3. Certification

Signing below certifies the information provided is true.

Signature: _____

Date: _____

OFFICE USE ONLY:

APPROVED _____ Date Removed _____ Initials _____

Comments: _____

DENIED _____ Date _____ Initials _____

Comments: _____

Each Semester's due dates are published in the following manner:

- LRSC Website
- LRSC Student Handbook
- LRSC Student Registration Book