



Lock Haven University

Follow Your Passion & Embrace Your Possibilities

Student Accounts Office

LATE FEE APPEALS POLICY

Late fees are assessed per semester to accounts that have a balance that is past due. Lock Haven University gives a grace period of approximately 5 weeks before these are added to the Student Account.

In order for a student to appeal the late fee assessed on their student bill, they must do the following:

Provide a written appeal to the Student Accounts Office including name, ID, and reason why the late fee should be removed. This can be dropped off at our office in 224A Ulmer or emailed to stuaccts@lhup.edu.

The appeal must be written by the student. Appeals written by anyone other than the student will not be accepted.

The appeal must be in the same semester as the late fee charge. No appeals will be accepted for prior semesters.

The entire student bill must be paid in full – including the late fee. Appeals will not be considered unless the balance is paid in full.

LATE FEE APPEAL FORM – [click here](#)