LATE FEE APPEAL PROCESS

In order for a student to appeal any late fee posted to their student account, the following steps must be completed:

- **Student must provide the Student Accounts Office with a written appeal.** This appeal must include the student’s name, ID number, and reason why the student is requesting the late fee be removed. The appeal can be dropped off to Student Accounts in Ulmer, or emailed to the Student Accounts email address (stuaccts@lhup.edu).
- **The appeal must be written by the student.** No appeals will be accepted from parents or anyone other than the student with the late fee on their account.
- **The appeal must be made in the same semester as the late fee charge.** No appeals will be accepted for previous semester’s late fees.
- **The student must pay their bill in its entirety (including the late fee).** No appeals will be considered unless the student bill is paid in full. If after review, the late fee is reversed, the student will be refunded the late fee.
- All appeals will be reviewed by the Student Accounts Office and the student will be contacted within 30 days.

Please see reverse side of paper for the Late Fee Appeal Form. To appeal your late fee, please complete and provide the completed form to the Student Accounts Office in 224A Ulmer. Please be sure to follow the above process in order for your appeal to be reviewed. Appeals received that do not follow the above process will not be reviewed.

**REMINDER:** Your student account must be paid in full, including the late fee, in order for your appeal to be considered.
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Student Accounts
Late Fee Appeal Form

Please complete the following form in accordance with the Late Fee Appeal Policy found on the Student Accounts website. Please email the completed form to stuaccts@lhup.edu or bring the form to the Student Accounts Office located at 224A Ulmer during our normal office hours (8am – 4pm Monday through Friday).

Upon acceptance from the Student Accounts Office, the result of the appeal will be emailed to the student’s LHU email address within thirty (30) days.

Student Name: __________________________________________________________

Student ID: ____________________________________________________________

Appeal:

____________________________________________________________________

Signature: _____________________________________________________________

Date: __________________________________________________________________

REMARK: Your student account must be paid in full, including the late fee, in order for your appeal to be considered.