

Late Fee Waiver Request

Please allow 48 hours for review of the Late Fee Waiver Request. Students will be notified by e-mail to their VCU e-mail address of the decision. Generally, the Late Fee Waiver Request will be denied for the following reasons:

- Due to not acknowledging an invoice. It is the student's responsibility to regularly check his/her VCU email for the eBill notifications. Failure to acknowledge the online invoice does not relieve the responsibility of timely payment.
- Due to the expectation or anticipation of receiving financial aid or third-party awards.
- Due to the misinterpretation or lack of knowledge of the university billing and payment policies and procedures.
- Due to an error in judgment of the availability of funds.

Request information

Date of Request:

Student Information

Last: _____ First: _____ MI: _____

Student ID #: _____ Phone Number: _____

VCU Email Address: _____ Year Late Fee Occurred: _____

Semester Late Fee Occurred: Fall ☐ Spring ☐ Summer ☐

Reason for Request: _____

Please mail the completed form to the Student Accounting Department, P.O. Box 843036, Richmond, VA 23284-3036, or return the completed form to 1015 Floyd Ave., Harris Hall.

For Student Accounting Department use only

Approved ☐ Denied ☐
Signature: _____
Approved ☐ Denied ☐
Signature: _____

For Financial Aid Office use Only

Reason: _____ _____
Approved ☐ Denied ☐
Signature: _____

VCU Office of Student Financial Services
Grace E. Harris Hall 1015 Floyd Avenue, Suite 1100
P.O Box 843036
Richmond, VA 23284
[Website](https://sfs.vcu.edu): <https://sfs.vcu.edu>