



Channel Islands

CALIFORNIA STATE UNIVERSITY

DIVISION OF BUSINESS & FINANCIAL AFFAIRS

Student Business Services

Late Fee Appeal

Student Information

Student Name _____ Student Id# _____

Address _____

Phone _____ Student Email address _____

Term in which fee was assessed _____

Reason for Request

Please provide an explanation of the circumstances, why payment was not made by the posted due date. You must sign and date this form certifying that the information you provided is true.

Student Signature: _____ Date: _____

Request Received by: _____ Date Received: _____

Request: Approved _____ Date of Notification to Student _____

Denied _____ Reason: Does not meet policy guidelines _____ Lack of Documentation _____ Other: _____

Manager Signature _____ Date: _____

One University Drive, Camarillo, California 93012-8599 Tel: (805) 437-8810 Fax: (805) 437-8900 www.csuci.edu

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Appeal to Waive Late Fee Instructions

- Please fill out form and return to, Student Business Services Office, located in Sage hall. You may also email it to sbs@csuci.edu
- Please provide any documentation to support your appeal reason.
- Submission of Late fee waiver does not guarantee approval.
- Late fee waivers will be reviewed monthly by the Student Business Services Manager.
- You will receive an email, at the email address listed above, notifying you if your late fee waiver has been approved or denied.
- If late fee waiver is denied, the late fee will remain on the account and is due immediately.

Please review tuition payment deadlines: <http://www.csuci.edu/sbs/fees-and-due-dates.htm>

If you need further assistance please contact:

Manager, Student Business Services

sbs@csuci.edu

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