



# Financial Aid Recipients: Late & Service Fee Charge Adjustment Petition

OFFICE OF FINANCIAL AID

Student Name (Last, First, M.I.) *Please print* \_\_\_\_\_ Student Identification Number \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Local Phone Number \_\_\_\_\_ University Email Address \_\_\_\_\_

Check and enter the term for which you are filing this petition.

\_\_\_\_\_ Fall 200 \_\_\_\_\_ Spring 200 \_\_\_\_\_ Summer 200 \_\_\_\_\_ Other: \_\_\_\_\_

*Specify term*

The University of Colorado at Boulder will consider an adjustment of late and service fee charges only in cases where the University has been responsible for a delay in normal processing. If you are receiving scholarships and/or loans from a third party and they are late in sending funds, this is not a University responsibility. **In order for the Bursar's office to consider waiving late and service fees, the federal processor must have received your financial aid application (FAFSA) by July 1 for Fall term, November 1 for Spring term and by May 1 for Summer term.** You must have responded to all requests for documentation on a timely basis. Your petition should be submitted during the semester the fees and charges are assessed and after your tuition/fee bill has been paid. DO NOT submit the petition until the late charges have been applied to your bill.

Write a complete explanation for your request to have the late payment and service charges waived. Use the reverse side of this petition if you need additional space for your explanation. Attach any documentation that supports your request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If your petition is approved, your tuition and fee account will automatically be adjusted. If your petition is denied, you will be notified by email, at your official <colorado.edu> email address.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only:

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

Date Reviewed: \_\_\_\_\_

Processed By: \_\_\_\_\_

E-mail to Bursar's sent on: \_\_\_\_\_

Late Charge:   \$ \_\_\_\_\_

Service Charge:   \$ \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

**Mail, FAX or deliver to:  
University of Colorado at Boulder  
Office of Financial Aid  
Regent Administrative Center 175  
556 UCB  
Boulder, CO 80309-0556  
FAX: (303) 492-0838**



**LATE**

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