

# Late & Service Fee Charge Petition



Office of Financial Aid  
UNIVERSITY OF COLORADO BOULDER

**Name:** \_\_\_\_\_  
Student's Name (Last, First, M.I.)

**ID:** \_\_\_\_\_  
Student Identification Number (SID)

The University of Colorado 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 in a timely manner. 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.

## Current Mailing Address

Street: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

CU Email Address: \_\_\_\_\_

## Term & year you are petitioning:

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Other \_\_\_\_\_ (*specify term*)

Provide an explanation as to why your late payment and service charges should be waived. Use an additional page if you need more space, attach any documentation that supports your request and clearly write your name & SID on each.

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 University email address.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Electronic and type signatures are not acceptable.

## For Office Use Only:

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

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

Processed By: \_\_\_\_\_ Date Email sent to Bursar: \_\_\_\_\_

Late Charge: \$ \_\_\_\_\_ Service Charge: \$ \_\_\_\_\_

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

Please submit your form by mail, fax or online at <https://www.colorado.edu/financialaid/forms/secure-document-upload>  
77 UCB • Boulder, Colorado 80309-0077 • fax 303 492 0838 • [www.colorado.edu/financialaid/](http://www.colorado.edu/financialaid/)