

Request to Waive Late Registration Fee



Office of the Registrar
UNIVERSITY OF DENVER

Name _____

DU ID _____

Email Address _____

Term/Quarter _____

In the case of extenuating circumstances that are beyond the student's control, a student may appeal for a waiver of their late registration fee. An appeal requires that the request for a late registration fee waiver be made prior to the end of the eighth week of the term (defined by the deadline for automatic withdrawal - W). To be eligible for a late fee waiver the reason must meet one of the following criteria and must be accompanied by appropriate documentation as specified below. Please check the appropriate box:

- ☐ **Physical and/or mental illness that prevents the student from registering.**
Documentation: Letter on letterhead from the physician for physical illness or psychiatrist or other licensed mental health professional for mental illness. The letter must specifically state that the student was unable to register due to illness.
- ☐ **Serious illness or death of immediate family member that prevents the student from registering.**
Documentation: (for illness) Letter on letterhead from the physician for physical illness or psychiatrist or other licensed mental health professional for mental illness.
Documentation: (for death) Memorial Service folder, notice in the paper or copy of death certificate.
- ☐ **Job relocation or loss of employer reimbursement eligibility due to involuntary job loss.**
Documentation: Letter on letterhead from immediate supervisor or human resource administrator.
Unexpected increase in job responsibilities, required change in work schedule, or required travel that prevented registration prior to the first day of classes.
Documentation: Letter on letterhead from immediate supervisor or human resources administrator that specifies dates of increased workload or travel.
- ☐ **Institutional circumstances beyond the control of the student, requires departmental support through written documentation. The department must agree to pay late fee for the student.**

If the documentation is adequate and establishes a condition that prevented the student from registering prior to the first day of the quarter, appropriate adjustments will be made to the student's account. If conditions do not merit a waiver, the student must pay the late registration fee. Students will be notified of a decision by email. **All decisions are final.** Please provide a brief explanation below of the circumstances resulting in the late registration fee and attach the appropriate documentation. Return this form directly to the Office of the Registrar or by email as an attachment to registrar@du.edu. If you submit by email, please type your name on the signature line.

Student Signature: _____ Date: _____

Office of the Registrar

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