

# Late Registration Fee Waiver Request



UNIVERSITY of  
**SOUTH FLORIDA**

**Student Success**

Office of the Registrar

The University of South Florida will approve a waiver of the Late Registration Fee if a student registers late due to circumstances determined by the University to be exceptional and beyond the control of the student. In order to be considered for a late registration waiver, one of the conditions listed on this form must be met and documented. Submit completed forms and documentation to the Office of the Registrar or the records and registration location on your campus.

**NOTE:** BOG Regulation 7.002 states: A written appeal for a refund or other appeal action must be submitted to the University within six months of the close of the term to which the refund of other appeal action is applicable.

Name \_\_\_\_\_ USFID Number \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City/State/ZIP \_\_\_\_\_ Home Campus \_\_\_\_\_

Term of Registration:  Summer  Fall  Spring Date Registration Initiated \_\_\_\_\_

Select the condition(s) which apply to this request, and include supporting documentation:

- Illness of the student of such severity or duration to preclude completion of the course(s) as confirmed in writing by a physician (M.D).
- Death of the student or death in the immediate family (parent, step-parent, grandparent, spouse, child, or sibling) as confirmed by documentation (i.e. death certificate, obituary) indicating the student's relationship to the deceased.
- Involuntary call to active military duty as confirmed by military orders.
- A situation in which the University is in error as confirmed by an appropriate University official.
- Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by explanatory letter and supporting documentation.

Sign and **submit this form with supporting documentation** to the Office of the Registrar at [aa-far@usf.edu](mailto:aa-far@usf.edu).

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

**PLEASE NOTE: This process can take up to 30 days from the date of submission. You will be notified of the committee's decision via USF email.**

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## FOR OFFICE USE ONLY:

Decision:

Approved

Denied  
Reason for Denial:

Office of the Registrar | Tampa campus  
4202 E. Fowler Ave., SVC 1034  
Tampa, FL 33620

St. Petersburg campus  
140 7th Ave. S., BAY 102  
St. Petersburg, FL 33701

Sarasota-Manatee campus  
6350 N. Tamiami Trail, SMC C107  
Sarasota, FL 34243

Submit to:  
[aa-far@usf.edu](mailto:aa-far@usf.edu)