

Salt Lake Community College Late Fee Appeal Guidelines

Appeals are granted for exceptional circumstances and are not guaranteed approval. A separate appeal is required for each semester. Appeals will not be approved for tuition that is older than one year.

Late Fee Appeals will be automatically denied if tuition and fees are not paid in full for the related semester. This does not include the \$50 late fee. For example, if you are requesting a late fee reversal for Fall semester, all Fall semester tuition and fees, besides the \$50 late fee, must be paid or your appeal will be denied.

EXCEPTIONAL CIRCUMSTANCES AND DOCUMENTATION

Appeals must include student number, complete address, phone number, term, date, signature, personal statement, and any official documentation.

The nature of a student's exceptional circumstances determines the documentation required. Generally, exceptions are made only in those cases where events affecting tuition and fee payments are nonrecurring, catastrophic, or life-threatening and beyond the student's control. Documentation with dates is required.

A list of common exceptional circumstances and the documentation required for each can be found below. All official documentation submitted must be current and of the time in question. The following circumstances may warrant approval of the appeal; however, the success of the appeal rests on the facts in each case:

- **MEDICAL:** Submit documentation from a health professional that includes dates of illness and an explanation of the reason for the inability to pay your tuition on time. The letter must be typed on official letterhead with a health professional's signature and telephone number. Medical bills are not considered acceptable documentation.
- **MILITARY:** Submit a copy of official military orders. [see the Veterans Department if receiving benefits]
- **BEREAVEMENT:** Submit a copy of the obituary or death certificate. Only the following can be considered: the death of a grandparent, parent, child, sibling, spouse, or domestic partner. The personal statement should indicate the relationship with the deceased.
- **ADMINISTRATIVE/COLLEGE ERROR:** Submit documentation to the committee detailing any errors/circumstances within a college department contributing to the late fee charged to the student's account. Documentation could include e-mail correspondence with the department which underlines the errors/circumstances, proof that Financial Aid (FAFSA) with applicable documents was applied for by the priority date, or an official letter/e-mail from the department explaining the situation.

The following are not considered exceptional circumstances:

- Over-commitment
- Inability to pay tuition
- Misunderstanding deadlines or policies
- Difficult course material
- Change in career or major goals
- Non-attendance

PROCESSING AND NOTIFICATION

The submission of a Late Fee appeal does not guarantee approval. Late fee appeals are processed within seven to ten business days; however, processing times may vary depending on high volume periods and the nature of the appeal. Appeals for late fees older than one year will not be reviewed. All decisions made by the committee are final and will be emailed to your Bruinmail account.

Salt Lake Community College
REQUEST TO REVERSE LATE FEE FORM

Tuition Late Fee

Tuition Payment Plan Late Fee

NAME _____ STUDENT # _____
ADDRESS _____ PHONE # _____
CITY/STATE _____ ZIP _____ TERM _____
SIGNATURE _____ DATE _____

BASIS FOR YOUR REQUEST – Provide specific details (names, dates, quotes, etc.) and/or documentation justifying your request (if more space is needed, please attach additional information):

FOR DEPARTMENT USE ONLY:

_____ APPROVED (Amount: \$ _____)
Comments: _____

_____ DENIED
_____ DOES NOT MEET POLICY GUIDELINES _____ LACK OF DOCUMENTATION
_____ OTHER: _____

DECISION DATE: _____ PROCESSOR SIGNATURE: _____

DATE APPROVAL/DENIAL LETTER SENT: _____ LETTER SENT BY: _____