The Bursar's Office
Santa Clara University

Late Payment Fee Waiver Request

Please use this form to dispute or request a waiver of a Late Payment Fee from your student account. This form must be submitted no later than 60 days after the fee was first assessed. You do not have to pay the fee in question while your request is being reviewed, however, all other charges on your account need to be paid accordingly. We will contact you by email once a decision has been made. Please remember that a courtesy waiver may only be extended once during your career at SCU.

Student Information

Student Name:
SCU ID#:
Check one: ☐ UG ☐ Grad ☐ Law

Please list a phone number where you can be reached 8a.m.-5p.m.

Phone #:
Email:
Today's Date:

Term in question: ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Please briefly describe your reasons for requesting a fee waiver:

**Please attach any supporting documentation

For office use only:

Date Received:	
Date Reviewed:	
Reviewed By:	
☐ Approved	☐ Denied
Amount to waive:	Reason:
Keyword:	
Term:	
Student Contacted: ☐ Email ☐ Phone	
Service Indicator Placed: ☐ Yes ☐ No	

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