**WASHBURN UNIVERSITY BUSINESS OFFICE**

# REQUEST TO HAVE LATE FEE WAIVED

I, _____,WIN#_____,
do hereby request that the Washburn University Business Office waive the late fee
assessed to my student account in the amount of $_____ for the
_____ term.

I request the late fee is waived because (attach additional pages as necessary):

_____ Date _____

Signature

Please attach any additional information in the form of e-mails, etc., that support your
request. If the payment of your account was delayed through no fault of your own,
please provide contact information for the appropriate Washburn department or
employee so we can seek verification. We will review your request and reply to your
Washburn e-mail address.  You may scan and send a signed form to business-
office@washburn.edu or bring the form to Morgan 103.