



**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):

Student Signature (cannot be typed)

Date

(Print Name)

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. Requests must be submitted within 30 days of the end of the term. If submitting the form via email, please send it from your Washburn email address. We will review the request and reply to your Washburn e-mail address. Please allow up to two weeks for a response.