



**WASHBURN UNIVERSITY BUSINESS OFFICE
WAIVER REQUEST: PAYMENT PLAN ENROLLMENT FEE**

Student Name: _____ WIN# _____

Requestor: _____

- I am a Student
- I am an Authorized User (must be set up in WU-View for the student noted above)

I do hereby request that the Washburn University Business Office waive the \$30 (\$20 for Summer) payment plan enrollment fee assessed for the _____ term. I realize that the fee will not be waived if, on the date of this request, the student account has an outstanding balance due for the term and that enrollment in the payment plan will be removed at the time the fee is waived. If applicable, a refund of the enrollment fee will be processed through the student account. Waivers will not be approved for student accounts where direct loans were delayed for reasons other than those noted below, or for other reasons outside of the control of the University (i.e., delay in scholarship receipt; FAFSA submitted late or selected for verification, etc.)

I request the enrollment fee be waived because:

- Student is a first-term Freshman or first-time borrower, and disbursement of financial aid that paid the account balance in full was delayed 30 days from the start of the term
- Student is attending a single term this academic year, and disbursement of financial aid that paid the account balance in full was delayed until the midpoint of the term
- Other (please describe)

Student (or Authorized User) Signature

Date

(Print Name)

Please attach any additional information in the form of e-mails, etc., that support your request. We will review your request and reply to the student's Washburn e-mail address when a decision is made. Please allow up to two weeks for a response.