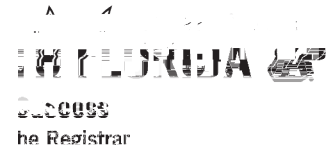


# Late Registration Fee Waiver Request



The University of South Florida will approve a waiver of the Late Registration Fee if a student registers late due to circumstances determined by the University to be exceptional and

Name \_\_\_\_\_ USFID Number \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City/State/ZIP \_\_\_\_\_ Home Campus \_\_\_\_\_  
Term of Registration:  Summer  Fall  Spring Date Registration Initiated \_\_\_\_\_

- Illness of the student of such severity or duration to preclude completion of the course(s) as confirmed in writing by a physician (M.D).
- Death of the student or death in the immediate family (parent, step-parent, grandparent, spouse, child, or sibling) as confirmed by documentation (i.e. death certificate, obituary) indicating the student's relationship to the deceased.
- Involuntary call to active military duty as confirmed by military orders.
- A situation in which the University is in error as confirmed by an appropriate University official.
- Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by explanatory letter and supporting documentation.

Sign and **submit this form with supporting documentation** to the Office of the Registrar at [aa-far@usf.edu](mailto:aa-far@usf.edu).

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE: This process can take up to 30 days from the date of submission. You will be notified of the committee's decision via USF email.**

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## FOR OFFICE USE ONLY:

Office of the Registrar	Tampa campus 4202 E. Fowler Ave., SVC 1034 Tampa, FL 33620	St. Petersburg campus 140 7th Ave. S., BAY 102 St. Petersburg, FL 33701	Sarasota-Manatee campus 6350 N. Tamiami Trail, SMC C107 Sarasota, FL 34243	<b>Submit to:</b> <a href="mailto:aa-far@usf.edu">aa-far@usf.edu</a>
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