



Harvard Griffin GSAS Late Fee Waiver Request

Late fee waiver requests must be submitted by the last business day of the term in which the late fee was incurred. Submitting a request does not guarantee that a late fee will be waived.

Name (Last, First, Middle Initial): _____

HUID: _____ **Academic Department:** _____ **G-Year:** _____

I am requesting that GSAS waive (check all that apply):

- Late Check-In Fee (\$50.00)
- Late Enrollment Fee (\$40.00 *per week*)
- Late Add/Drop Fee (\$10.00)

Term (check one):

- Fall _____
- Spring _____

I am requesting the waiver because of (check all that apply):

- Financial hardship (*Financial Aid Officer signature required*)
- Delays due to financial aid disbursement (*Financial Aid Officer signature required*)
- Illness, injury, death in the family (*Departmental signature required*)
- Delays due to military service or other public service (*Departmental signature required*)
- University/advising error (*Departmental signature required*)
- Circumstance beyond students' control (*Departmental signature required*)

Is this your first time requesting a late fee waiver? Yes No

Please use the box below to further explain your request:

Student Signature: _____ **Date:** _____

Department Contact Signature: _____ **Date:** _____

Financial Aid Officer Signature: _____ **Date:** _____

FEE WAIVER POLICY

The following late fees are assessed, if necessary, by the FAS Registrar's Office during the fall and spring term.

- Late check-in fee: Students who do not check-in by the deadline indicated on the Harvard Griffin GSAS Academic Calendar will be charged a \$50.00 late fee to their student account.
- Late enrollment fee: Students who do not complete registration by the deadline indicated on the Harvard Griffin GSAS Academic Calendar will be charged a \$40.00 fee each week late to their student account.

It is the student's responsibility to review the Academic Calendar and meet these deadlines. Failure to review the calendar is not a valid reason to request waiver late check-in/enrollment fees.

A student may request the late fees be waived under any of the following conditions:

1. Student is experiencing financial hardship and is actively engaging with the Office of Financial Aid.
2. Late financial aid grant or loan processing resulted in a registration hold that prevented registration.
3. Personal misfortune involving injury, illness, death in the family.
4. Student was actively engaged in Military Service, or other similar public service duties during the check-in/registration period and such duties prevented registration.
5. University error prevented registration. For example, student was advised incorrectly by faculty/staff member, which prevented registration.
6. Student attempted to check-in and/or register on time, exercised reasonable diligence in an effort to complete registration within the designated period but was prevented from doing so by circumstances beyond their control.

Please note: By the seventh Monday of the term, students must register for the minimum required course load, withdraw from their academic program, or submit an application for non-resident status. Those who fail to do so are subject to disciplinary action and may be placed on an **involuntary leave of absence**, also known as an administrative leave of absence, for the remainder of the academic term.

If you meet the above waiver eligibility, please complete the *Late Fee Waiver Request Form* and gather the relevant signatures before submitting to the Office of Student Affairs at studaff@fas.harvard.edu.

Submission of this request does not guarantee that any late fees will be waived.