



## 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 and department signatures 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 (\$50.00)
- 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: \_\_\_\_\_

Student Success Office Decision: \_\_\_\_\_ Initials: \_\_\_\_\_ 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 Academic Calendar will be charged a \$50.00 late fee to their student account.
- Late enrollment fee: Students who do not complete credit enrollment by the deadline indicated on the Academic Calendar will be charged a one time \$50.00 fee to their student account.
- Late add/drop fee: Students who add/drop courses after the "add/drop without fee" deadline indicated on the Academic Calendar will be charged a \$10.00 late fee 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. A 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. A 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, if a student was advised incorrectly by a faculty/staff member, which prevented registration.
6. A 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** for failure to register for the remainder of the academic term. **Late fee waiver requests must be submitted by the last business day of the term in which the late fee was incurred.**

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 Success at [studaff@fas.harvard.edu](mailto:studaff@fas.harvard.edu).

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