



Request to Remove Late Registration Fee

Name: _____ OSU ID #: _____
Last First Middle

Term Fee Charged: _____

Describe the circumstances that caused you to enroll late. Considerations may include extenuating circumstances and/or university responsibility for circumstances leading to late registration:

Late Registration Fee Policy

A late registration fee will be assessed for all initial registrations beginning the first day of classes. To avoid a late registration fee you must be enrolled in at least one course prior to the beginning of the term. The late registration fee is not assessed for additional add/drop changes that occur during the first week of the term, but the late registration change fee will be applied for add/drop changes in the second week.

For more information, visit <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=377#Section3493>

By signing here, you have read and understand the above policy regarding late registration and the corresponding fees that accompany it. You will receive notification on the decision of your request via your provided ONID email. **Note:** Exceptions to the removal of late registration fees are a one-time exception.

Student Signature _____ Date _____

ONID Email (Please print clearly) _____

| | |
|--------------------------------|-----------------------------|
| Office Use Only: | Date Received: _____ |
| Date Approved: _____ | Date Denied: _____ |
| Reason(s) denied: _____ | |
| _____ | |
| _____ | |