

Request to Waive Fee

Type of Fee: Late Registration Fee Petition Fee Census Fee

Term: _____ Course: _____

Student's Name: _____ ID #: _____

E-mail Address: _____ Phone: _____

I am requesting the late registration fee / petition fee be waived due to **NAU Error** (Examples: Processing delays out of the norm, paperwork lost, staff processed request incorrectly, class created/started after deadline, cohort first night registration, etc.)

Documentation listed below MUST be complete in order for form to be processed.

- Attach email or memo from instructor or department stating the NAU Error on department letterhead **OR**
- Instructor/ Department fills out section below, provides signature and department stamp.

Statement of NAU Error:

 Department Signature

 Department Stamp

Submit the completed form to:

- Mail: Office of the Registrar, PO Box 4103, Flagstaff, AZ 86011-4103
- Fax: (928) 523-1414
- Email: registrar.enrollment@nau.edu
- In Person at the Office of the Registrar, Gammage Building Main Lobby, Enrollment Windows

 Processed by

 Date

Examples of Unacceptable Reasons:

- Student is not admitted prior to registration deadline
- Student forgot to enroll in class
- Student couldn't enroll in class before deadline because it was full
- Student did not get the appropriate signatures AND stamps before the deadline
- Student did not clear "HOLDS" prior to registration deadline
- Student did not apply for or allow enough time for processing financial aid
- Student did not have a valid disbursement option
- Lack of valid payment (i.e. bad check, declined credit card)
- Didn't have money at the time or did not pay fee on time
- Wanted to see if I'd like the class
- Simply attended class and waited until after the deadline to add
- Financial aid wasn't guaranteed yet (Students are responsible for following up on their financial aid to ensure it will disburse on time)
- Forgot to register or was not aware that the course was needed for graduation plan
- Did not have the class number or other information necessary to register