

Late Fee Appeal 2008-2009

Student Name (Last, First, M.I.) <i>Please print.</i>	Student ID Number
Parent Name (Last, First) <i>[If parent filing petition]</i>	Parent Email Address <i>(required)</i>
Daytime Phone Number	College Email Address <i>(required)</i>
Specify the term for which you are filing this petition: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Other	

Manhattan College publishes a firm payment deadline with the first issued bill each term along with an offer for a payment deadline extension via our Deferment Application. The College will consider an adjustment of late fee charges **only in cases where the College has been responsible for a delay in normal processing.**

If you are receiving scholarships, loans, or other forms of payment from a third party and funds are not forwarded by our deadline, this is not a College responsibility. Families should consider our deferment option or pay the bill in full and seek reimbursement. Late fee appeals for families filing the FAFSA will only be reviewed if the College received your completed FAFSA by our published deadline of April 15; allowing ample time for the processing of institutional and federal aid. If you were selected for verification, you must also respond to all requests for documentation in a timely fashion.

Petitions must be submitted within 30 days from the time the late fee has been assessed on the account and only after your tuition/fee bill has been paid in full. Please DO NOT submit a petition until the late charges have been applied to your student account.

Submit a complete explanation for your request and include all details. Attach any supporting documentation. Use the reverse side or attach a separate sheet if you need additional space.

Student/Parent Signature: _____ Date: _____

You will be notified of our decision by email. If your petition is approved, the student account will automatically be adjusted and a credit will be held on account for future terms.

Mail, FAX or deliver to:

**Manhattan College
Student Financial Services
Miguel Hall Rm 100
Bronx, NY 10471**

FAX: (718) 862-8027

For Office Use Only: Approved Denied Reviewed by: _____ Date of review: _____ Email sent: _____

Late fee waiver: \$ _____ Reason/Comments: _____