Appeal Against Late Fee

IMPORTANT INFORMATION

This form is for students who intend to appeal a Late Fee.

Please note that the following will be considered by the University when assessing your appeal:

a) Was the student informed in writing of the University Late Fees?
b) Was the student informed via SOLS message of the University Late Fees?
c) Has the student acknowledged reading the SOLS message?

INSTRUCTIONS

1. Complete all sections of this form and attach supporting documentation.
2. Return the completed application and attached documentation to Student Central – Building 17.

PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Student Number</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LATE FEE DETAILS

Please tick the late fee you wish to appeal

- $100.00 Late Enrolment Fee
- $450.00 Late Payment Fee (International Students)
- $200.00 Late Payment Fee (Domestic Students)

LATE FEE DETAILS

Detail your reason for appealing the Late Fee and attach supporting documentation

STUDENT SIGNATURE

I acknowledge that I have read and have accepted the conditions outlined in this form.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>