

Late Fee Appeal

Student Information

Student Name: _____ Student ID #: _____

Student Address: _____

Student Phone: _____ Student Email Address: _____

Term in which fee was assessed: _____

Reason for Request

Please provide a detailed explanation of the circumstances that prevented payment from being made by the posted due date. By signing and dating this form, you certify that information provided is accurate and truthful to the best of your knowledge.

Student Signature: _____ Date: _____

Request Received by: _____ Date Received: _____

Request: Approved _____ Date of Notification to Student _____

Denied _____ Reason: Does not meet policy guidelines _____ Lack of Documentation _____ Other: _____

Manager Signature _____ Date: _____

Updated: 10/7/2025

One University Drive, Camarillo, California 93012-8599

Tel: (805) 437-8810

Fax: (805) 437-8900

www.csuci.edu

Appeal to Waive Late Fee Instructions

- Complete this form and return it to Student Business Services, located on the first floor of Marin Hall. You may also email the completed form to sbs@csuci.edu.
- Include any relevant documentation that supports the reason for your appeal.
- Please note that submission of a late fee appeal does **not** guarantee approval.
- Appeals are reviewed monthly by the Student Business Services Manager.
- You will be notified via email, using the address provided on this form, regarding the outcome of your appeal.
- If your appeal is denied, the late fee will remain on your account and must be paid immediately.

Please review tuition payment deadlines here: <https://www.csuci.edu/sbs/tuition-and-payments/deadlines-and-payment-info.htm>.

If you need further assistance please contact:
Manager, Student Business Services
sbs@csuci.edu
805-437-8810

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