Late Fee Waiver Request Information

The Offices of Student Accounts and Financial Aid will approve a one-time waiver of the late fee if a student encounters circumstances determined by the University to be exceptional and beyond the control of the student.

Beginning July 2009, Montclair State University no longer mails paper bills or statements. All statements are posted and available for viewing on the Student Web Enrollment Student Services (WESS) Account Summary website. It is the student’s responsibility to pay tuition, fees, and all other charges by the published due date provided on the Student Accounts webpage and the current term bill. If registered after the due date, payment is due within 24 hours.

The Late Fee Waiver Request Form must be submitted within the term you are charged. If a late fee has been waived in a prior term, future requests will not be honored. Submitting a form for a prior term will result in an automatic denial; your student account will not be retroactively adjusted. Appeals are reviewed on first come, first serve basis. Depending upon the complexity of the appeal and receipt of all supporting documentation (if deemed necessary), the processing time may vary. This time cannot be expedited. Please be mindful of this if you are interested in registering for future terms or in need of a transcript.

Below find the unacceptable list of reasons to request a waiver. You do not have to pay the fee in question while your request is being reviewed however, all other charges on your account must be paid accordingly. Submit the completed Late Fee Waiver Request Form (located on the back) to the department from whom you received the form. If approved, you will be able to see the adjustment on WESS. If denied, an email will be sent to your WESS email address and payment must be remitted immediately.

Late fee waiver requests will NOT be accepted for the following reasons:

- Payment is remitted after the posted due date.
- The Sallie Mae Payment Plan established was under budget for the term bill.
- Lack of payment to the Sallie Mae Payment Plan resulting in a terminated account.
- Verbally informing a staff member that payment is pending.
- Student error(s) or lack of providing necessary documentation resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Financial Aid paperwork submitted after the posted deadline.
- Private Loan, scholarships or employer/third-party payments not requested, applied or received prior to the deadline.
- Misinterpretation or lack of knowledge of University policies and/or procedures.
- Personal errors in judgment involving transportation, availability of finances, academic ability, time management.
- Inadequate investigation of course requirements prior to registration and attendance.
- Non-receipt of mail due to obsolete/incorrect address on file with the Registrar’s Office.
- Failure to activate, review and/or maintain your official MSU e-mail account and/or WESS account.
- Failure to receive important emails due to an over quota email account.
- Dissatisfaction with instructor, course content, or delivery of instruction.
- Failure to notify or provide WESS access to parent/legal guardian or payer of your term bill.
- Change of personal and/or family financial status.

http://www.montclair.edu/student-accounts/
Late Fee Waiver Request Form

To be completed by the student:

Student’s Name: ____________________________________________
First Name, Last Name

Student CWID # ______________________

Home Phone: ____________________________  Cell Phone: __________________________

MSU Email Address: _________________________________________

If necessary, gather supporting documentation to submit with your appeal.

If MSU requires additional information from you, a request will be made to the MSU EMAIL address you have provided above. Failure to respond will result in a denied waiver request. Please remember that a courtesy waiver may only be extended once during your career at MSU.

Clearly state the reason(s) of your appeal below.

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For Office Use Only

_____ Approved  _____ Denied

Reason for Denial _____________________________________________

Authorizing Signature _________________________________________

Date ________________________________________________________