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## ***Late Fee Waiver Request Information***

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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 ***extenuating and beyond the control of the student***.

Beginning July 2008, Montclair State University no longer mails paper bills or statements. All statements are posted and available for viewing on the NEST (Network Engagement and Student/Staff Transactions) 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 courses were added after the due date, students must remit payment within 48 hours.

**The Late Fee Waiver Request Form must be submitted within \_\_\_\_\_ ~~From the last date of the semester in which the late fee was applied.~~ 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 ranges from 5-7 business days.**

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 being acceptable reasons for the late fee waiver. Your account has to be paid in full. 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 NEST. If denied, 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. Student are fully responsible for viewing their NEST account continuously throughout the semester for changes to registration and bills.**
- **The Payment Plan established was under budget for the term bill.**
- **Lack of payment to the Payment Plan resulting in a terminated account.**
- **Verbally informing a staff member that payment is pending without appropriate documentation and/or approval.**
- **Student error 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 Office of the University Registrar.**
- **Failure to activate, review and/or maintain your official MSU e-mail account and/or NEST 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 NEST access to parent/legal guardian or payer of your term bill.**
- **Change of personal and/or family financial status.**



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**Late Fee Waiver Request Form**

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**To be completed by the student:**

Student's Name: \_\_\_\_\_  
First Name, Last Name

Student CWID # \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

MSU Email Address: \_\_\_\_\_

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

**If MSU requires additional information from you, a request will be made to your MSU EMAIL address. 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.**

**The standard processing time for a late fee waiver is 5-7 business days. Late fee waivers are only eligible and excepted within 3 months from the last date of the semester in which the late fee was applied.**

**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 \_\_\_\_\_

*Revised March 2019*