

Late Fee Appeal Form

In conjunction with the North Dakota State Board Policy 830.1, late fees may be assessed to a student's NDSCS account if they have not paid their account balance by the published* due dates.

To appeal this late fee, students will need to return this completed form to Business Affairs by one of the following methods; in person: Haverty Hall 139 • mail: NDSCS Business Affairs, 800 6th St N, Wahpeton ND, 58076 • fax: 701-671-2145 • email: NDSCS.BusinessAffairsOffice@ndscs.edu

Section 1 Student Information

First Name _____		Last Name _____	
Student ID _____		Cell Phone Number _____	
NDSCS Email Address _____			
Which semester was the late fee(s) assessed? (check one)		<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
		<input type="checkbox"/> Summer	Year _____
Have you previously had late fees removed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Which Semester? _____	

Section 2 Reason for Request

Please state the reason for your appeal

Section 3 Certification

Signing below certifies the information provided is accurate

Signature	Date
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Office Use Only

Approved	<input type="checkbox"/>				
Denied	<input type="checkbox"/>	Date	_____	By	_____
Comments					

*Semester due dates are published and/or shared in the following manner:

- NDSCS Website at www.ndscs.edu/Payment
- During Registration & Orientation
- NDSCS Email Notifications
- NDSCS Catalog

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