

The Office of the Registrar will consider requests for a waiver of the Late Registration Fee only if a student registers late due to circumstances determined by the University to be exceptional and beyond the control of the student. Students must provide documentation concerning the incident that prevented them from registering on time. The Late Registration Fee **will not be waived** for students approved for reinstatement after having the semester course load dropped for non-payment.

Name: \_\_\_\_\_ Panther ID: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

Term Requesting Waiver for: \_\_\_\_\_ Is this your first semester at FIU? \_\_\_\_\_

Have you ever been approved for a Late Registration Fee waiver before? \_\_\_\_\_

All Late Registration Fee Waiver Requests must be submitted to the Office of the Registrar at the MMC or BBC campuses **within 2 weeks of initial registration** for the semester. **Waiting for seats in a closed class to become available is not a valid reason to waive the Late Registration Fee and will be denied. All decisions are final and are based on the Terms and Conditions of enrollment at the University.**

Please explain your reasons for requesting the Late Registration Fee to be waived and attach additional documentation.

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\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_ Signed \_\_\_\_\_

Remarks \_\_\_\_\_

**SUBMISSION INSTRUCTIONS**

1. Login to your my.fiu.edu account
2. Click on the Student Tools tile
3. Click on the Document Upload tile
4. Select **REGISTRATION, LATE REGISTRATION FEE WAIVER** from the drop-down menus
5. Attach form and any supporting documentation
6. Submit