

Student Number E _____

EASTERN MICHIGAN UNIVERSITY
Office of Financial Aid
Installment/Late Fee Appeal Form

Student Name _____

Please read all instructions before filling out this form.

Please check the semester for which you are appealing the late/installment fee(s). All appeals go through **two** offices, **Financial Aid and Student Business Services** before a decision is made. You may call our office after 30 days to receive the decision. If your dispute is approved, we will request that the Student Business Services Office remove your late/installment fee(s). If your appeal is denied and you wish to appeal further, please contact Student Business Services, 201 Pierce Hall, Ypsilanti, MI 48197. A Committee will review your appeal and notify you of the decision. **Student Business Services will not remove fees if you have a balance over \$100.00 which is not covered by financial aid.**

_____ **FALL 2009**

You must have submitted all documents by July 15, 2009 and your financial aid must exceed the balance due for Fall 2009.

_____ **WINTER 2010**

You must have submitted all documents by November 9, 2009 and your financial aid must exceed the balance due for Winter 2010.

_____ **SPRING 2010**

You must have submitted all documents by March 5, 2010 and your financial aid must exceed the amount due for Spring 2010.

_____ **SUMMER 2010**

You must have submitted all documents by April 16, 2010 and your financial aid must exceed the balance due for Summer 2010.

Comments may be written on the back of this form.

Signature: _____ Date: _____

Office of Financial Aid Use Only

_____ Approved: Installment/Late fee(s) will be waived for _____ semester(s).

_____ Denied: The file was not complete until _____, therefore processing and payment of aid was delayed.

Staff Initials _____

Student Business Services Office Use Only

_____ Approved: Installment/Late fee(s) will be waived for _____ semester(s).

Staff Initials _____