AZUSA PACIFIC UNIVERSITY

Request to Waive Late Fee

GRADUATE CENTER

Year _____ **Season** (choose one) ☐ Spring ☐ Summer ☐ Fall

Name _____ **APU ID** _____ - _____ - _____

Address _____ **Phone** (_____)_____
Street City State Zip

The late registration fee may be waived without petition for the following reasons (check the appropriate box):

- ☐ I am a new student and have not previously taken a graduate course as a graduate student.
- ☐ I have not attended APU for at least 1 year.
- ☐ I have finished one graduate program and am starting a new program.
- ☐ I had a Change of Program Form in process, which prevented me from registering before the on-time registration deadline.
- ☐ I am an international student and returned to the US after the deadline. (must be verified by ISS)
- ☐ I am a current Faculty/Staff member.
- ☐ Active military service prevented me from registering before the deadline. (attach photocopy of military ID)

Completing this form does not guarantee waiver of the late registration fee.
All other requests not included on this form must be submitted using an Academic General Petition.

Signature _____ Date ____ / ____ / ____

GRADUATE CENTER FRONT OFFICE USE ONLY:

ROUTING:

☐ **WAIVE** (send to Registrar with Registration Form)
☐ **REVERSE** (send to SFS)

VERIFICATION:

No previous graduate courses _____ International Student Status_____
No classes for 1 year or more_____ Employed at APU_____
Previous Degree Earned _____ Military ID verified for active duty_____
Change of Program_____

Revised 11/7/06