

## Late Registration Waiver Request Form

Florida Polytechnic University will approve a waiver of the Late Registration Fee, if a student registers late due to circumstances determined by the University to be exceptional and beyond the control of the student. In order to be considered for a late registration waiver, one of the conditions listed on this form must be met and documented. Submit completed forms and documentation to the Office of the Registrar.

**NOTE: All Late Registration Fee Waiver Requests must be submitted within two weeks of initial registration to the Registrar's Office.**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ @FLPoly.org Phone: \_\_\_\_\_

### Please Complete Items A-D:

A. Check the condition(s) which apply to this request, along with supporting documentation

1. Illness of the student of such severity or duration to preclude completion of the course(s), as confirmed in writing by a physician (M.D.).

2. Death of the student or an immediate family member, i.e., parent, step-parent, grandparent, spouse, child or sibling, as confirmed by a death certificate and an obituary clearly indicating the student's relationship to the deceased.

3. Involuntary or voluntary call to active military duty, as confirmed by military orders.

4. A situation in which the University is in error, as confirmed by an appropriate University official

5. Other documented exceptional circumstances beyond the control of the student, which precluded completion of the course(s) accompanied by explanatory letter and supporting documentation.

B. Initial Date of Registration: \_\_\_\_\_

C. Term of Registration: \_\_\_\_\_

D. Sign and submit this form with your detailed explanation and documentation to the Office of the Registrar.

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

### For Official Use Only:

Approved

Denied. Reason for Denial: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_