



NDSCS Business Affairs Office

800 6th St N Wahpeton ND 58076

800-342-4325 ext 32216 or 32289 NDSCS.BusinessAffairsOffice@ndscs.edu

Late Fee Appeal Form

In conjunction with the North Dakota State Board Policy 830.1, late fees may be assessed to student's accounts if they have not paid their account balance by the published* due dates or if they did not receive an extension during Wildcat Payment & Refund Days. To appeal this late fee, students will need to fill out, sign and return this form to the Business Affairs Office in Haverty Hall Room 139.

Section 1. Student Information

Last Name _____ First Name _____ Student ID _____

Phone number _____ NDSCS Email Address _____

Term late fee was assessed (please check only one): Fall Spring Summer Year: _____

Have you had your late fee removed previously? Yes No

Section 2. Reason for Request

Please state the reason for appealing the late fee.

Late Scholarship Check

Financial Aid Issues

Other

Please explain:

Section 3. Certification

Signing below certifies the information provided is true.

Signature:

Date:

OFFICE USE ONLY:

Approved _____ Date removed _____ Initials _____
Comments:

Denied _____ Date _____ Initials _____
Comments:

* Each Semester's due dates are published in the following manner:

~the "Welcome to NDSCS" informational booklet

~the NDSCS Catalog

~the "Parent Orientation Handbook"

~the Student Planner

~www.ndscs.edu/admindivision/businessoffice.jsp

~notification sent to the student's NDSCS email