

INDIANA UNIVERSITY SOUTH BEND

PENALTY FEE APPEAL FORM

[Print form and return]

IMPORTANT INFORMATION – PLEASE READ CAREFULLY

Students may appeal the penalty fees **ONLY IF** there are significant or unusual circumstances that caused the penalty charge(s) in the first place. Appeals must be submitted within one year following the end of the term/session for which relief is being sought. *Your appeal will be denied if: (1) supporting documentation is not attached to the appeal; (2) the appeal form is not completely filled out.* You will receive an email or written response within 4-6 weeks.

PLEASE PRINT OR TYPE

Last Name _____ First Name _____

University ID Number _____ Daytime Phone _____

Current Address _____

City _____ State _____ Zip _____

Term _____ E-Mail Address _____

Please explain why you are requesting a refund.

Use the back of this form if you need more room.

Student Signature _____ Date _____

Return form to: Bursar's Office Fee Refund Appeal Committee PO Box 7111 South Bend, IN 46634-7111

Office Use Only

Date Received _____ By _____ Fin Aid: Yes/No

Review Date _____ By _____

Approve/Disapprove _____

Student Notification Date _____ Sent By _____