



# PETITION FOR WAIVER OF LATE FEES UNDERGRADUATE

**HARVARD UNIVERSITY**  
FAS Registrar's Office  
Smith Campus Center, Suite 450  
1350 Massachusetts Avenue  
Cambridge, MA 02138  
(617) 495-1543  
enrollment@fas.harvard.edu

**PLEASE CHECK:**

Late Check-In Fee (\$50)

Late Registration Fee (\$40 per week)

You must meet one of the following requirements to be eligible for a waiver. Please check off the reason that applies to your situation:

- The University is responsible for the difficulty
- A serious illness of the student (usually including hospitalization)
- Death in the student's immediate family (Handbook for Students)

\*Please note that late enrollment will make the student liable for disciplinary action, including requirement to withdraw. All late enrollments require the instructor's signature for each course listed. After the fifth Monday of the term, the Allston Burr Assistant Dean's approval is also required.

Last Name	First Name	Middle Name
Student ID (HUID)		House
Email Address		Date you are checking-in/enrolling
Reason for Petition/Explanation		
If you have already written a note explaining why you are checking-in/registering late, it is not necessary to complete this section. Attach your note or supporting documentation to this form.		
Student signature:		Date:
Allston Burr Asst. Dean Signature		Date:
Advisor Signature		Date:

Office Use Only	
Date Form Received:	Processed Date: