



# 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) 496-9488  
enrollment@fas.harvard.edu

<b>PLEASE CHECK:</b>	Late Registration Fee (\$50)	Late Enrollment Fee (\$40 per week)	Other _____
<input type="checkbox"/> Late Check-In Fee (\$50)			

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)

*\*If above reasons do not fit your situation, please explain in "Reason for Petition/Explanation" box below.*

*\*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: