



TENNESSEE TECHNOLOGICAL UNIVERSITY  
WAIVER OF LATE REGISTRATION/CONFIRMATION FEE

For registration (including fee payment/schedule confirmation) after the day or days of official registration as announced by the University, a late fee of \$ 100.00 is charged.

The late registration/confirmation fee may be waived under either of two conditions:

1. If the student reported for registration at his/her scheduled time and exercised reasonable diligence in an effort to complete registration within the designated period, but was prevented from doing so by circumstances beyond his/her control no late fee will be charged.
2. Recommendation of fee waiver must be made by the student's faculty adviser or the appropriate administrative officer.

In case of personal misfortune involving injury, illness, death in the family, etc., the University will exercise reason and attempt to be fair when considering the fee waiver. Again, recommendation should be made by the student's faculty adviser or the appropriate administrative officer.

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\_\_\_\_\_  
Date

I, \_\_\_\_\_, hereby request that the late registration/confirmation fee  
Print name

be waived, based upon condition \_\_\_\_\_ above.  
**1 or 2**

My explanation follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
T-Number

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It is my recommendation that the late registration/confirmation fee be waived based on these circumstances.

\_\_\_\_\_  
Signature of Student's Faculty Advisor or  
Appropriate Administrative Officer

\_\_\_\_\_  
Vice President  
for Business & Fiscal Affairs

RETURN TO BUSINESS OFFICE