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. Recommendation should be made by the student's faculty adviser or the appropriate administrative officer.

Student Information

Date: _____

Student Name (Print): _____

T-Number: _____

Condition (select 1 or 2): ☐ 1 ☐ 2

Student Explanation

Explanation (required):

_____

_____

_____

Signatures

Student Signature: _____ Date: _____

Faculty Advisor or Appropriate Administrative Officer Signature: _____

Title: _____ Date: _____

Return to: Business Office