



LHU Policy No – LHU-63  
Original Date – 2010\*  
Last Review Date – April 27, 2016  
Last Update Date – April 23, 2020  
Next 5-Year Review Date – April, 2025

## **Student Accounts Office**

### **LATE FEE APPEALS POLICY**

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Late fees are assessed per semester to accounts that have a balance that is past due. Lock Haven University gives a grace period of approximately 5 weeks before these are added to the Student Account.

In order for a student to appeal the late fee assessed on their student bill, they must do the following:

Provide a written appeal to the Student Accounts Office including name, ID, and reason why the late fee should be removed. This can be dropped off at our office in 224A Ulmer or emailed to [stuaccts@lockhaven.edu](mailto:stuaccts@lockhaven.edu)

The appeal must be written by the student. Appeals written by anyone other than the student will not be accepted.

The appeal must be in the same semester as the late fee charge. No appeals will be accepted for prior semesters.

The entire student bill must be paid in full – including the late fee. Appeals will not be considered unless the balance is paid in full.

LATE FEE APPEAL FORM – available on line.

*\*This policy has been in existence for many years prior to 2010 with an exact date unknown. We are using 2010 as a default original and/or update date.*