Roger Williams University
Student Account Late Fee Removal Request
Please complete all information in the student section and allow two weeks for processing.
Bursar’s Office | Phone (401) 254-3520 | Fax (401) 254-3674 | bursar@rwu.edu

THIS SECTION TO BE COMPLETED BY THE STUDENT:

Date of Request: ________________ Student Id Number: ______________

Last Name: ____________________________ First Name: _____________________ Middle Initial: ___

Telephone #: ___________________________ Email Address: ________________________________

Reason for Request:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Student Signature: ____________________________________________________________________ Date: ______________

(Request will not be completed without student’s signature)

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THIS SECTION TO BE COMPLETED BY THE BURSAR’S OFFICE:

**Please note: Do not submit form until account is in good standing.**

Term: ____________ Amount: ______________ Staff Initials: ______________ Date: ______________

Notes: _______________________________________________________________________________

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THIS SECTION TO BE COMPLETED BY THE LATE FEE REMOVAL COMMITTEE:

Comments:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Committee Decision: Approved: __________ Denied: __________

Approval Signature: __________________________________________________________________ Date: ______________