

Office of Business Services
Phone: (916) 739-7054
Fax: (916) 739-7134
Email: SAC_busoffice@pacific.edu

LATE FEE GRIEVANCE FORM

All grievances are to be made by completing a LATE FEE GRIEVANCE FORM and the form is to be submitted to the Business Office for consideration. All balances, less the late fee and any charges that are being disputed, are to be paid in full prior to submitting a LATE FEE GRIEVANCE FORM. Forms can be emailed, faxed or delivered in person to the Business Office. Forms will be processed within five business days of receipt and an email will be sent to the pacific email address regarding the decision. In the event that a reversal of a late fee is denied the fee must be paid within five business days of the decision.

Student ID Number: 98_____

Student Name: _____

Student Pacific Email: _____

Date and amount of late fee you are disputing: _____

Reason you are disputing the late fee (include any documentation that supports your dispute):

Signature: _____ Date: _____

For Office Use Only:

<input type="checkbox"/> Approved <input type="checkbox"/> Fee Reversed <input type="checkbox"/> Disapproved <input type="checkbox"/> Student Notified via Email Processed By: _____ Date: _____	Comments:
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