Cleveland State University
*Division of Enrollment Services*

**Request for Reimbursement of the Late Registration Fee**

## ☞ ***Please Read*** ☜

***You will receive a late registration fee if your initial registration occurs after the deadline as set by the appropriate CSU Fee Schedule related to your enrollment. Please see http://www.csuohio.edu/treasury-services/fee-schedules to review the appropriate fee schedule.***

***Without exception, this form is not valid after the term ends (last day of classes). Please pay the late registration fee to avoid any additional fees being assessed to your account. The approval of this request will only remove the late registration fee.***

***Please note: The completion of this form does not guarantee approval. Requests will be carefully reviewed and decisions determined by the Office of the University Registrar. The Office of the University Registrar reserves the right to deny any request for reimbursement of the Late Registration Fee.***

****Please print all information***

*Last Name* *First Name* *M.I.* *Student ID #*

*Registration Term:* ☐ *Fall* ☐ *Spring* ☐ *Summer* *20*_____ *Registration Date*_____
*(Please Circle the Correct Term)*

*EXPLANATION OF WHY THE LATE REGISTRATION FEE SHOULD BE REIMBURSED:*
*(Please use the reverse of this form and attach any documentation that supports your request)*

****Student Signature (required):*** _____ ***Date:*** _____

**Completed forms can be submitted to Campus411 All-in1 (BH 116).**

*Campus411 All-in-1 · 2121 Euclid Avenue, BH 116 · Cleveland, Ohio 44115 · 216-687-5411*