



# WESTERN MICHIGAN UNIVERSITY

## Late Fee Appeal

Please return completed forms to:  
Office of the Registrar  
3210 Seibert Administration Building  
Western Michigan University  
Kalamazoo MI 49008-5256

**Telephone: (269) 387-4300    [www.wmich.edu/registrar/](http://www.wmich.edu/registrar/)**

As a student of Western Michigan University, you agree to comply with all approved policies and requirements. An exception to policy may be granted **ONLY** for reason of extenuating circumstances.

Students appealing a policy must:

1. Complete this form.
2. Write a brief summary explaining the circumstances.
3. Attach necessary documentation supporting the circumstance and written explanation. *Please do not write on the back of this form.*

**NOTE:** Requests received without supporting documentation will be considered incomplete and will be returned.

Appeal Term:      Fall                      Spring                      Summer I                      Summer II                      Year:

Western Identification Number (WIN)

Date:

Last Name

First Name

Middle

Address

City

State

Zip

Phone Number (include area code)

Email Address

Approved     Denied    Action: \_\_\_\_\_

*Mail my results to:*

Name

Address

City, ST Zip

*Office of the Registrar use only:*

Approved

Denied

Action: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_