



WESTERN MICHIGAN UNIVERSITY
Office of the Registrar

1903 W. Michigan Avenue
Kalamazoo, MI 49008-5256
(269) 387-4300
www.wmich.edu/registrar

Late Add Fee Appeal

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 a reason of extenuating circumstances.

Students appealing must:

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

Please note: Requests received without supporting documentation will be considered incomplete and will be returned.

Please print clearly

Student Name (Last):	(First):	(M.I.):	WIN:
Address:	City:	State:	Zip Code:
Phone Number (include area code):	Email Address:		
Appeal Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer I <input type="checkbox"/> Summer II Year: _____			

**Results will be sent to your official
Western Michigan University email address.**

Student Signature: _____ Date: _____

Return completed form to:
Registrar's Office
1903 W. Michigan Avenue
Kalamazoo, MI 49008-5256

Office of the Registrar Use Only

Approved
 Denied
Action: _____
Date: _____
Comments: _____
