

**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):

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

*For Office Use Only:*

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