



Aurora University  
Late Tuition Payment Fee Appeal Petition

Return to: Director of Student Accounts  
Aurora University  
347 South Gladstone Ave  
Aurora, IL 60560  
Fax: 630-844-3831

**Term of appeal:** \_\_\_\_\_

*Replies will be sent to your AU email address. PLEASE PRINT CLEARLY.*

Student ID#: \_\_\_\_\_ AU email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

**For Office Use Only**

Received: \_\_\_\_\_

\_\_\_ Granted

Notification:

\_\_\_ email

\_\_\_ verbal

\_\_\_ Adj Balance

\_\_\_ Denied

Notification:

\_\_\_ email

\_\_\_ verbal

Completion: \_\_\_\_\_

**Please state reason you believe the late fee charge should be waived:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Late Payment Fee Policy:** Students whose accounts are not fully paid by the end of the 100% tuition refund period for the term AND whose balances are \$300 or more will be assessed a \$200 late fee. Students whose balances remain in arrears \$300 or more at the end of the withdrawal period (approximately 10<sup>th</sup> week of the 16-week semester, exact date to be announced by the University Registrar), will be assessed an additional \$300 late fee. Non-receipt of a statement does not constitute an exception to the late fee policy. Additionally, payment must be received in the Student Accounts by 5:00 pm on the due date. Postmark dates are not considered receipt of payment date, so please allow sufficient mailing time. Students whose balances due are under \$300 will be charged service charges at the rate of 18% percent per annum on a monthly basis (approximately 1.5% monthly).