

Tuition waiver
LATE FEE FORM

TO: _____
(Employee Name)

FROM: Eric Guiser
Director of Human Resources

SUBJECT: **Late submission penalty for tuition waiver.**

We have received your tuition waiver request late. Before we can process your application you will need to pay a late fee of \$15.00 to the University Bursar's Office located in Room 118 of Dixon Hall. Present this notice to them at the time of payment. When payment is made, and the form signed by the bursar's staff; return the form to the Office of Human Resources. (Checks are to be made payable to California University of Pennsylvania.)

(To be completed by Bursar's Office)

I have received payment for the late fee and attest that:

Amount Collected: _____

Date Collected: _____

Collected by: _____
(Name & Title of Collector)

**RETURN COMPLETED FORM TO THE OFFICE OF HUMAN RESOURCES
LOCATED IN DIXON HALL, ROOM 408.**
