



Cal Poly Pomona Foundation, Inc.
3400 Poly Vista, Building 300
Pomona, CA 91768

(909) 869-4242 ph
(909) 869-4155 fx
village@cpp.edu

Late Fee Waiver Request Form (Form #UV04010)

To request a late fee waiver, you must complete this form and submit it to the University Village Front Office or email village@cpp.edu. All late fee waiver requests must be submitted **prior** to the payment due date. Requests submitted after the payment due date will not be accepted.

Please provide the following required information:

Full name: _____

Student ID number: _____

Current apartment (building-apartment-room): _____

Phone number: _____

Email address: _____

Month you are requesting to pay late: _____

Date you will be able to pay fees: _____

All requests require University Village approval. If your waiver is approved, then the late fee will only be waived for the month requested and only if all other fees are paid. You may submit a maximum of three late waiver requests per academic year, and only one late fee waiver request during the summer term.

-----Office Use Only-----

Approved _____ Denied _____ Reason _____

Approver's Signature _____ Date _____