



Controller's Office
 1500 College Parkway • Elko, NV • 89801
 775.753.2269 or 775.753.2110 • 775.777.1809 (FAX)

GBC REQUEST FOR LATE FEE REMOVAL

Name _____ SS# or Student ID _____

Mailing Address _____
Street Address or PO Box City State Zip Code

Phone Number _____

PLEASE READ THE FOLLOWING TO DETERMINE IF YOU QUALIFY FOR LATE FEE REMOVAL:

Students are responsible for paying class fees by the due date as published in the schedule term/year.

- Financial Aid was pending (verifiable and approved by a Financial Aid Officer)
- Sponsorship paperwork in progress.
- Valid extenuating circumstances approved by Committee.
- Institutional error.
- An exception to refund policy was granted.
- Withdrew classes during the 100% refund.

If you qualify for a late fee removal, please state your case on this form, sign the form, attach any documentation in support of your case, and submit to the Controller's Office at GBC.

STATE YOUR CASE HERE:

 Student Signature

 Date

AUTHORIZING OFFICIAL'S REMARKS

Approved Denied

Only Applicable for LDFE

Amount of Late Fee Removed _____ %
 Amount \$ _____

 Signature Date Signature Date Signature Date