



Late Fee and Registration Hold Appeal Form

1. Complete the Appeal Form including a description of the extenuating circumstance that prevented submission of required documents by the due date. Include any important supporting documents.
2. Print your completed Appeal Form and sign the certification statement.
3. Submit the completed and signed Appeal Form to Medical Records at the Department of Student Health and Wellness. Forms are accepted by email at sth-mr@virginia.edu or by fax at 434-982-4262.

Appeal Forms will be processed within one week of submission. An appeal decision will be sent to you through secure message on the HealthyHoos patient portal.

Please provide your statement appeal in the space below.

I certify that the above statement is an accurate description of my extenuating circumstances.

Student Name

Student computing id

Student Signature

Date

Office Use Only

_____ Appeal Granted (Fee/Hold Reversed)

_____ Appeal Denied

Signature _____
(Student Health and Wellness Administrator)

Date: _____

Signature _____
(Student Health and Wellness Administrator)

Date: _____