



# Request for Waiver of Late Registration Fee

Return this completed request to:  
Office of the Registrar  
SUNY Stony Brook  
Stony Brook, NY 11794-1101  
Phone: (631) 632-6175 Fax: (631) 632-9491

The \$40 late registration fee applies to **all students** who do not enroll for at least one course before the first day of the semester. This deadline, published on the Academic Calendar (<http://stonybrook.edu/registrar/>), is mandatory. Students should only request a waiver when restrictions, beyond their control, impeded their registration. Only in rare cases will a waiver be approved. Please note that your request to waive this fee **must** be supported by documentation to substantiate your statement. Lack of supporting documentation will result in a denial.

**Note:** Waiver requests based on inability to contact an instructor/advisor, inability to get faculty and/or dept. permission, etc., are not valid reasons for a waiver. Students should seek the appropriate approval/permission during advanced registration and enroll prior to the semester start.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Stony Brook ID Number

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone

In the space below, please explain what restriction(s), beyond your control, hindered your registration.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

You will be notified of a decision approximately 7-10 business days of receiving your request. If your request is approved we will arrange for the Student Accounts Office to remove these charges.  
**All decisions are final and non-negotiable.**