

## Finance Charge Appeal Form

Student's Name  Student ID

Date  Student Email

**I am requesting to have the finance charge listed below removed from my student account:**

Month  Finance Charge Amount

Reason for appeal

I understand that Gustavus Adolphus College expects that I arrange for my student account to be paid by the due date listed on each monthly statement that is sent to me. This includes any financial aid or alternative loans that I can apply for to help pay the balance due. Otherwise the College reserves the right to assess a monthly finance charge of 1% to my unpaid balance.

Signature of Student

We will notify you of our decision via email within two (2) weeks of receipt of this form.

FOR STUDENT ACCOUNT OFFICE USE ONLY

Approved  Denied

Date student was emailed the decision \_\_\_\_\_ (attach copy of email for student file)

If approved: 1. Amount of finance charge removed \$ \_\_\_\_\_  
2. Date adjustment completed \_\_\_\_\_

Office staff initials \_\_\_\_\_