Submitting Your Late Fee Appeal

1. Click on the link to the online Late Fee Appeal form:
   https://etcentral.slcc.edu/#/form/5255

2. You will be prompted to login with your MySLCC user name and password. Fill out the form (student name and number will auto-populate) after reading the instructions. **Remember, submitting a late fee appeal with an outstanding past due balance beyond the $50 late fee will result in the late fee appeal being returned.**

3. Attach any needed documentation (see the instructions on the form). You may print or save a copy of the form as well by clicking on "Download" or "Print".

4. Once you have attached any needed documentation and completed the form, click on "Submit" to submit the appeal. You will receive a confirmation email, and then further emails once the appeal has been reviewed and approved or denied.