



## 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.**

A screenshot of the online Late Fee Appeal form interface. On the left is a navigation menu with categories: "Development Office" (containing "DEV - Employee Giving Form", "DEV - Fund Index Request", "DEV - Gift-In-Kind Acceptance"), "Enrollment Services" (containing "CSH - Late Fee Appeal Form" which is highlighted in purple), and "Facilities" (containing "FAC - Facilities Cell Phone Request Form" and "FAC - Hepatitis B Declaration"). The main form area on the right contains fields for "Address:", "City:", "State:", "Zip:", "Phone Number:", and "Term:". Below these is a text area for "BASIS FOR YOUR REQUEST - Provide specific details (names, dates, quotes, etc.) and/or documentation justifying your request (if more space is needed, please attach additional information):". At the bottom of the form are fields for "Signature" and "Date". A dark footer bar at the very bottom contains icons for "Submit", "Attachments", "Download", and "Print".

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.