



12.3 Late Fees

Policy Statement

Pursuant to Board of Regents Policy 7.3.3, all tuition and fees (mandatory and elective) are due and payable upon registration. Failure to make payment by the semester due date will result in a late fee of \$50.00. Late fees may increase to \$100.00 if payment is still outstanding by the deadline for Registration and Drop and Add registrations. Late fees are assessed the day after the due date. Students receive email notices indicating there is charge activity on their account and also warning emails regarding potential late fees. It is the student's responsibility to ensure their account is paid in full. Students are given three grace waivers for their academic career and may use these waivers to remove late fees.

Reason for policy

Late fees ensure that Student Account balances are paid in full prior to semester schedule cancellation and provide necessary funding for the university.

Procedures

To request a grace waiver the student must send an email from their UGAmail account to bursar@uga.edu with the subject "Grace Waiver" briefly stating that they wish to use a grace waiver for their late fee.

Forms/Instructions

[Payment Deadlines](#)

[BOR Policy Tuition and Fees](#)

Additional contacts

bursar@uga.edu; (706) 542-2965

Policy definitions

Grace waiver - Removal of a late fee

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President and Controller

Policy Owner: Bursar and Treasury Services

Policy Contact: [Lisa McCleary](#)

Phone Number: 706-542-2965

Responsibilities: It is the responsibility of the student to pay their Student Account balance in full prior to established semester deadlines.

FAQs

How can I request a grace waiver?

To request a grace waiver please email Bursar and Treasury Services at bursar@uga.edu from your UGA email account with the subject "Grace Waiver" and state that you would like to use a grace waiver to remove a late fee. [◀ Returned Payments](#) | [Registration Agreement](#) ▶

Policy Dates

Effective Date:

Date Last Updated: 05/01/2017

Date of Last Review:

Date of Approval:

Previous Version of Policy: