



• REQUEST FOR FEE WAIVER

This form is also available on the USP website: www.usp.ac.fj/forms

This form is only to be submitted by students who have not paid for fees for courses(s) that have no Course work marks.

SECTION A: PERSONAL DETAILS

Student ID Number:

Title: Last Name: First Name: Middle Name:

Telephone: Personal Email:

SECTION B: COURSE DETAILS

Please state the course (s) you are requesting for a fee waiver.

Course Code	Year	Semester

Reason for fee waiver (attach documents if any):

Receipt Number: _____ Amount: \$ _____ Date: _____

Receipt Number: _____ Amount: \$ _____ Date: _____

Note:

1. You are required to pay the administrative fee of FJ\$55.00, please see your local campus for the current fee.
2. If your request is approved, you are required to pay an additional Late Withdrawal fee of FJ\$100.00.

Student Signature: _____ Date: _____

OFFICIAL USE ONLY

Semester/Year	Course Code	Mode of Study (Face to Face or Print)	Course Assessment Mark	Final Examination Mark	Grade	Comments

Approved for fee waiver Request NOT Approved

Authorising Officer: _____ Date: _____

Banner Update:

Student Administrative Officer: _____ Date: _____

Student Finance Officer: _____ Date: _____