BGSU StudentTech

127 Hayes Hall
Bowling Green State University
Bowling Green, OH 43403
419.372.9277

Late Fee Appeal Form

Appeal Policy:

It is expected that students who are involved in the Laptop Loan Program or rent digital video/still equipment from the Student Technology Center abide by the established and published policies. The Laptop Loan policies can be viewed at: *http://www.bgsu.edu/offices/studenttech/laptoppolicies.html*. Digital video equipment policies can be viewed at: *http://www.bgsu.edu/offices/studenttech/video/dvpolicies.html*. Digital still policies can be viewed at: *http://www.bgsu.edu/offices/studenttech/still/stillpolicies.html*. Due process via a late fee appeal is provided for students who have deviated or wish to deviate from the established policies. However, only appeals demonstrating truly extenuating circumstances will be favorably received.

Students wishing to file an appeal must submit this form to the Student Technology Center. The appeal must be typewritten or legibly printed. The nature of the request and reasons for special consideration must be included. Requests based on medical situations must be accompanied by appropriate documentation. Each student will be notified in writing as to the action taken on the appeal.

Name: _____ BGSU ID#: P00 _____
(Last) (First) (M.I.)

Local Address: _____ BGNet Email: _____ @bgnet.bgsu.edu

City: _____ State: _____ Zip: _____

Local Phone: ( ) _____ Permanent Phone: ( ) _____

Check the item(s) that apply to your appeal: Laptop ☐ DV Camera Kit ☐ Firewire Drive ☐ Lighting Kit ☐ Digital Still Kit ☐

State the nature of your request and indicate why you deserve special consideration:

(Be concise. If more space is needed, please attach an additional sheet) _____

_____ Student Signature

_____ Date

Committee Action (For office use only)

Appeal Approved ☐ Appeal Approved With Stipulations (See attached letter) ☐ Appeal Denied ☐

Comments: _____

_____ Authorized Signature

_____ Date