

BILLING DISCREPANCY

This form is used to dispute late fees, installment fees, ID replacement fees, or Program Adjustment fees only. **Any balance owed to the University remains the student's responsibility while this form is being processed and should be paid by the bill due date to avoid subsequent late fees.**

Last Name First Name M.I. Student Number (EID)

Address City State ZIP

Phone Number Email Address

Type of fee: Late Fee Installment Fee ID Replacement Fee Program Adj. Fee

Please briefly describe the nature of the discrepancy and attach any relevant documentation.

Student Signature

Date

Please allow up to 2 weeks for processing.
If you have questions in the meantime, please contact us at ebill@emich.edu or 734.487.3335.

Office Use Only

Comments: _____

Fees/Past Due Charges Paid? _____

Recommendation: Approved Denied

Reviewed By

Manager Signature

Title

Date

Decision Processed By

Date