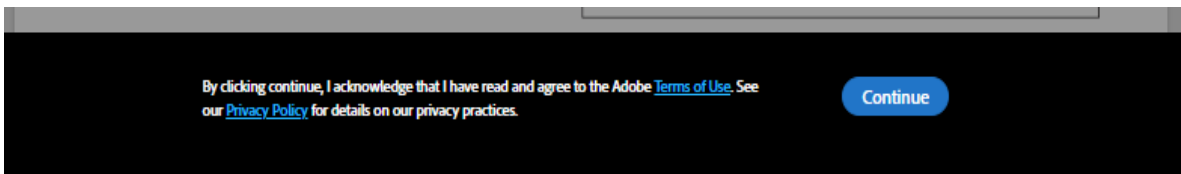
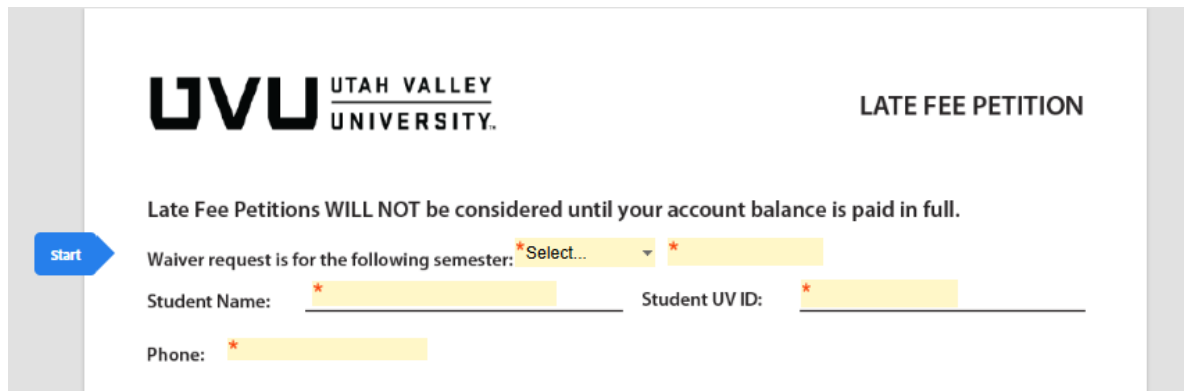


## How to Use Adobe Sign to Submit a Late Fee Petition

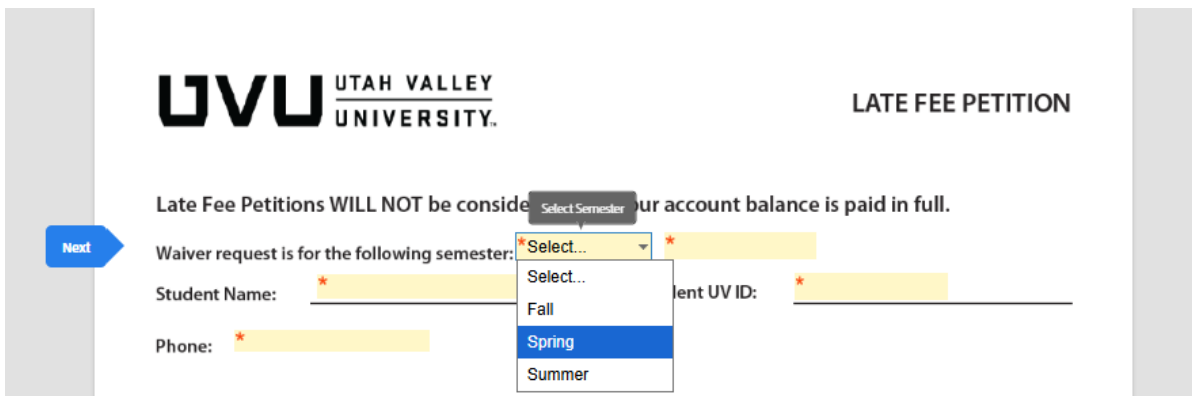
1. After clicking on the link, the Late Fee Petition Adobe Sign form will open.
2. Before filling, signing, and submitting the Late Fee Petition, you are required to read and agree to the Adobe Terms of Use. After reading, select the blue Continue button located next to "By clicking, I acknowledge..." at the bottom of the screen.



3. Click on the blue tab labeled Start to begin filling out the form. You will enter the required information in the yellow highlighted fields.

A screenshot of the UVA Late Fee Petition form. The UVA logo and "UTAH VALLEY UNIVERSITY" are at the top left. "LATE FEE PETITION" is at the top right. Below the logo, it says "Late Fee Petitions WILL NOT be considered until your account balance is paid in full." On the left side, there is a blue arrow pointing right labeled "Start". The form fields are highlighted in yellow: "Waiver request is for the following semester:" with a dropdown menu showing "Select..."; "Student Name:"; "Student UV ID:"; and "Phone:". Each field has a red asterisk indicating it is required.

4. First, click the drop down arrow to select the semester for which you are petitioning the late fee. Then click on the yellow Next arrow on the left side of the form.

A screenshot of the UVA Late Fee Petition form, similar to the previous one. On the left side, there is a blue arrow pointing right labeled "Next". The "Waiver request is for the following semester:" dropdown menu is open, showing options: "Select...", "Fall", "Spring" (highlighted in blue), and "Summer". The other fields remain highlighted in yellow.

4. Enter the year in which that semester took place, and click *Next*.

The screenshot shows the Uvu Late Fee Petition form. At the top left is the Uvu Utah Valley University logo. At the top right is the title "LATE FEE PETITION". Below the logo is the text: "Late Fee Petitions WILL NOT be considered until your account balance is paid in full." The form contains several fields: a dropdown menu for "Waiver request is for the following semester:" with a "Select..." label; a text input field for the year with a "Enter Semester Year" tooltip; a "Student Name:" field with a red asterisk; a "Student UV ID:" field with a red asterisk; and a "Phone:" field with a red asterisk. A blue "Next" button is on the left side of the form.

5. Enter your name and click *Next*

The screenshot shows the Uvu Late Fee Petition form. At the top left is the Uvu Utah Valley University logo. At the top right is the title "LATE FEE PETITION". Below the logo is the text: "Late Fee Petitions WILL NOT be considered until your account balance is paid in full." The form contains several fields: a dropdown menu for "Waiver request is for the following semester:" with a "Select..." label and a "Enter Full Name" tooltip; a text input field for the year with a red asterisk; a "Student Name:" field with a red asterisk; a "Student UV ID:" field with a red asterisk; and a "Phone:" field with a red asterisk. A blue "Next" button is on the left side of the form.

6. Enter your UVU Student ID, then click *Next*

The screenshot shows the Uvu Late Fee Petition form. At the top left is the Uvu Utah Valley University logo. At the top right is the title "LATE FEE PETITION". Below the logo is the text: "Late Fee Petitions WILL NOT be considered until your account balance is paid in full." The form contains several fields: a dropdown menu for "Waiver request is for the following semester:" with a "Select..." label; a text input field for the year with a red asterisk and a "Enter your UVID" tooltip; a "Student Name:" field with a red asterisk; a "Student UV ID:" field with a red asterisk; and a "Phone:" field with a red asterisk. A blue "Next" button is on the left side of the form.

7. Enter your phone number (with no dashes, ex. 1234567890) in the box labeled Phone: and click Next.

**UVA** UTAH VALLEY UNIVERSITY **LATE FEE PETITION**

Late Fee Petitions WILL NOT be considered until your account balance is paid in full.

Waiver request is for the following semester: \*Select... \*

Student Name: \* \_\_\_\_\_ Student UV ID: \* \_\_\_\_\_

Phone: \* \_\_\_\_\_

Next

8. In the box located directly below the Phone: box, explain in detail why you are requesting the late fee be waived. Include any information you believe necessary or important for the Bursar to understand your specific circumstance. Then click *Next*.

9. If you choose, you may also attach any supporting documentation in the Upload supporting document: box. Then click *Next*.

*Note: It is not required to attach supporting documents to submit the petition.*

Explain in detail why you are requesting the late fee waiver. Include information necessary for the Bursar and/or committee to understand your circumstances (500 characters) Enter your explanation

Next

Upload supporting document: Click to Attach SupportDocument

10. After completely filling out the petition, click on the box labeled *Click here to sign*.

Next

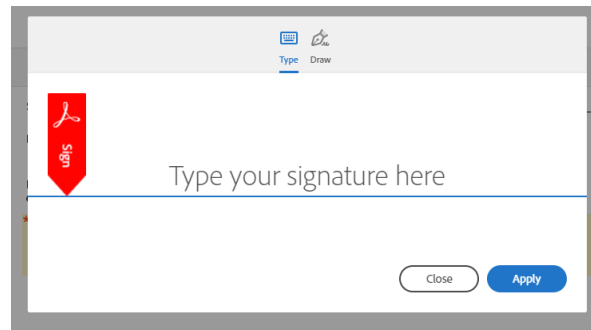
\* Click here to sign

Signature of Student

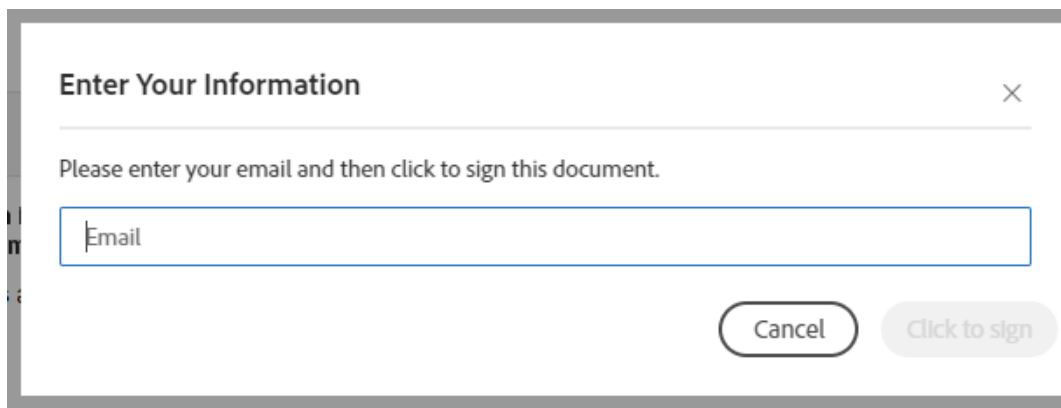
Jun 9, 2026

Date

11. A new box will open. here, you can type or draw you signature. Once you have entered your signature, click the blue Apply button. This will open a new box.



12. In this box, enter your myUVU student email address. After you enter your email, the Click to sign button will turn Blue. Now you may click on the Click to sign button.



13. After clicking *Click to Sign*, A window will pop up informing you that *"You're all set"*



Thank you for signing Bursar's Office | Public | Late Fee Petition  
It has now been emailed to the additional signer(s) for their signature. A signed copy will be sent to you after all the signers have signed the agreement. You can also [download a copy](#) of what you just signed.

Your portion of the Late Fee Petition process is now complete. This does not mean that your late fee petition has been reviewed by the Bursar and approved or denied; it simply means that you have successfully completed your portion by submitting the Late Fee Petition document via Adobe Sign. Please allow 2-3 business days for processing. Once the petition has been reviewed, you will be notified