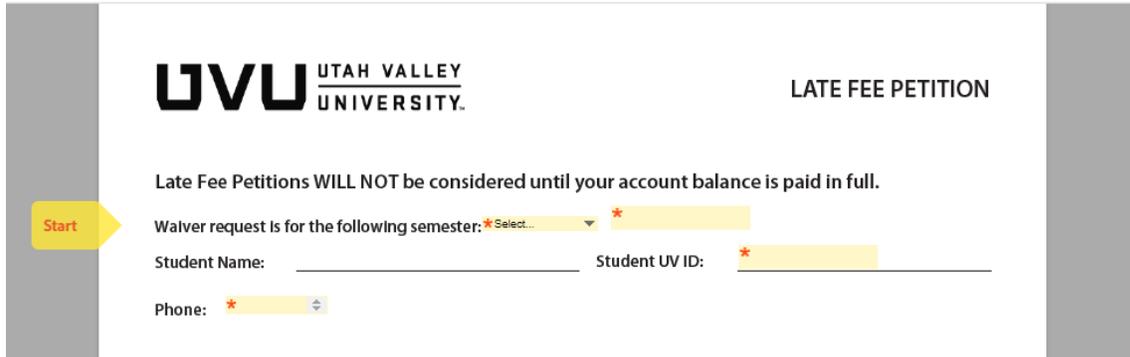


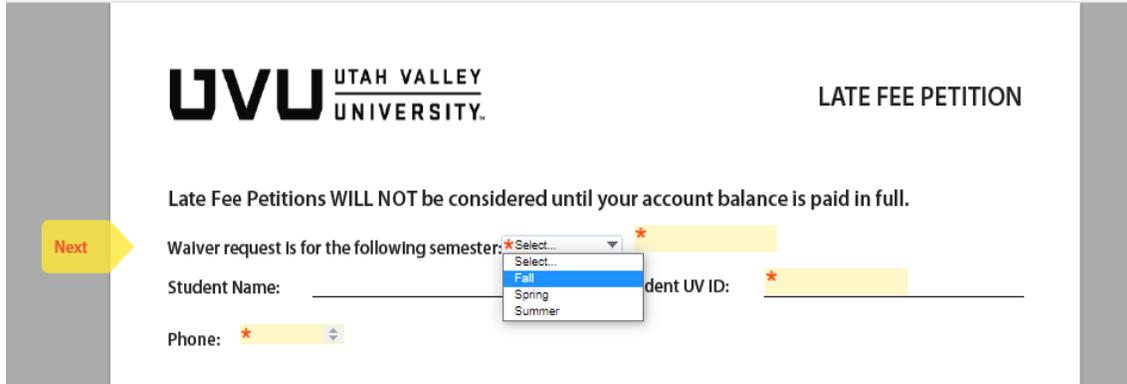
## How to Use Adobe Sign to Submit a Late Fee Petition

1. After clicking on the link, the Late Fee Petition Adobe Sign form will open.
2. Click on the yellow tab labeled *Start* to begin filling out the form. You will enter the required information in the yellow highlighted fields.



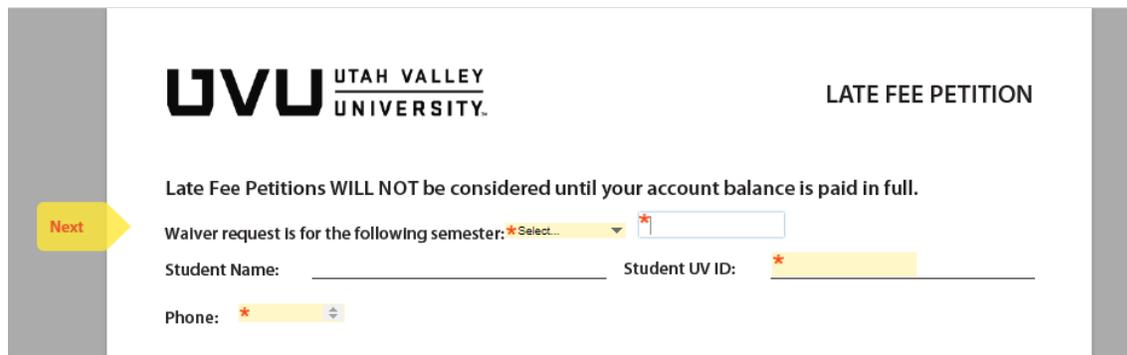
The screenshot shows the Uvu Late Fee Petition form. At the top left is the Uvu logo (UTAH VALLEY UNIVERSITY). At the top right is the title "LATE FEE PETITION". Below the logo is a warning: "Late Fee Petitions WILL NOT be considered until your account balance is paid in full." The form contains several fields: "Waiver request is for the following semester:" with a dropdown menu, "Student Name:" with a text input, "Student UV ID:" with a text input, and "Phone:" with a text input. A yellow arrow labeled "Start" points to the "Waiver request is for the following semester:" dropdown menu.

3. 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.



The screenshot shows the Uvu Late Fee Petition form. The "Waiver request is for the following semester:" dropdown menu is open, showing options: "Fall", "Spring", and "Summer". A yellow arrow labeled "Next" points to the "Waiver request is for the following semester:" dropdown menu.

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



The screenshot shows the Uvu Late Fee Petition form. The "Waiver request is for the following semester:" dropdown menu is now closed, and the year "2020" is entered in the input field. A yellow arrow labeled "Next" points to the "Waiver request is for the following semester:" input field.

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

UVU 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

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

UVU 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 UV ID: \*

Phone: \*

Next

7. 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*.

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

*NOTE: Supporting documents are NOT required when submitting your petition.*

UVU 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...

\* (500 characters)

Upload supporting document: Click to Attach SupportDocument

Next

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

UVU 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...

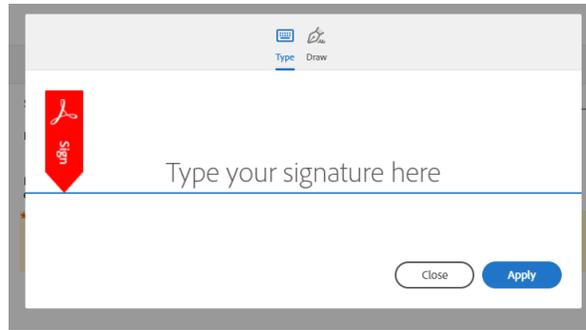
Click here to sign

Feb 25, 2021

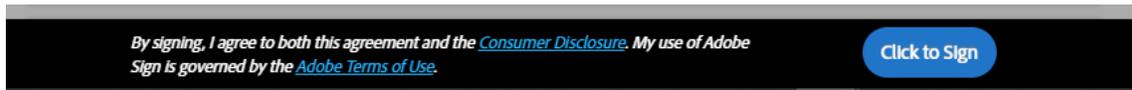
Signature of Student Date

Next

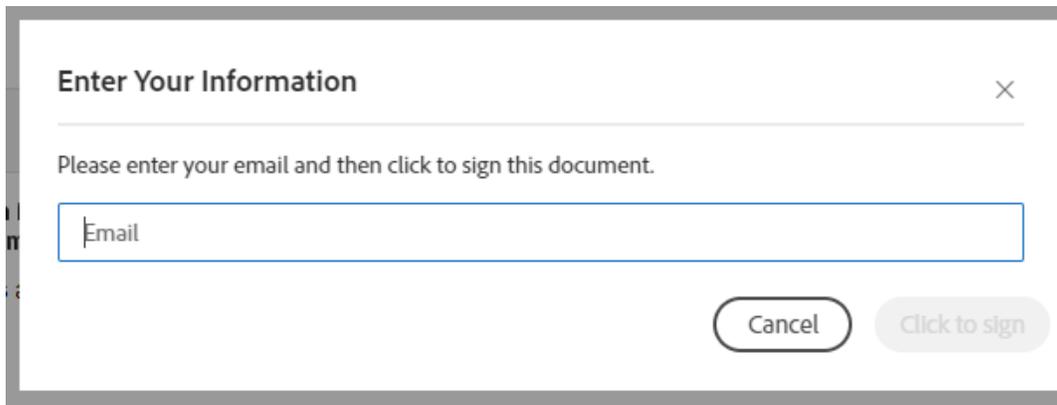
10. A new box will open. here, you can type or draw you signature. Once you have entered your signature, click the **blue Apply** button.



11. After filling signing, and submitting the Late Fee Petition, you are required to read and agree to the **Consumer Disclosure** and **Adobe Terms of Use**. After reading, select the blue *Click to Sign* button located next to "By Signing, I agree..." at the bottom of the screen. This will open a new box.



12. In this box, enter your myUVU student email address. **5 211f** 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"

## 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 by way of your myUVU Gmail.