

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 and "UTAH VALLEY UNIVERSITY". At the top right is "LATE FEE PETITION". Below the logo is a warning: "Late Fee Petitions WILL NOT be considered until your account balance is paid in full." On the left side, there is a yellow arrow pointing right with the word "Start" in red. The form fields are highlighted in yellow: "Waiver request is for the following semester:" with a dropdown arrow, "Student UV ID:", and "Phone:". There are red asterisks indicating required fields.

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.

This screenshot shows the same form as the previous one, but with the "Next" tab highlighted on the left. The "Waiver request is for the following semester:" dropdown menu is open, showing options: "Fall", "Spring", and "Summer". The "Student UV ID:" and "Phone:" fields are still highlighted in yellow. Red asterisks are present on the semester dropdown, the Student UV ID field, and the Phone field.

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

This screenshot shows the form with the "Next" tab highlighted. The "Waiver request is for the following semester:" dropdown menu is now closed, and a text input field for the year is active, highlighted in yellow. The "Student UV ID:" and "Phone:" fields remain highlighted in yellow. Red asterisks are present on the semester dropdown, the Student UV ID field, and the Phone field.

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

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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*.

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

Text _____ 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.

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

Text _____ Student UV ID: * _____

Phone: * _____

* _____

Upload supporting document: Click to Attach SupportDocument

Next

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

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

Text _____ Student UV ID: * _____

Phone: * _____

* _____

Upload supporting document: Click to Attach SupportDocument

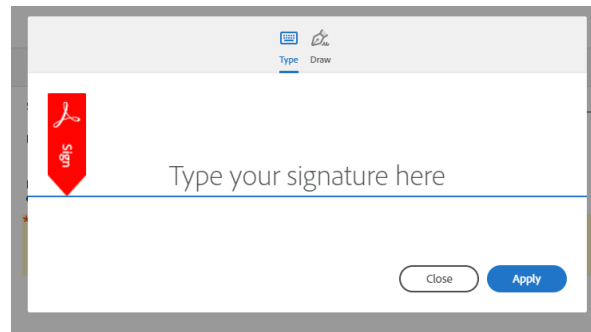
Click to Sign

* Click here to sign _____ Feb 25, 2021 _____

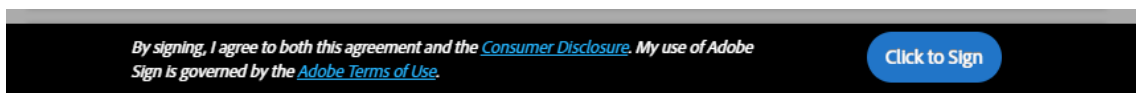
Signature of Student Date

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.

A screenshot of a white dialog box titled 'Enter Your Information' with a close button (X) in the top right corner. Below the title, it says 'Please enter your email and then click to sign this document.' There is a text input field with the placeholder text 'Email'. At the bottom right, there are two buttons: 'Cancel' and 'Click to sign'.

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 by way of your myUVU Gmail.