# UNIVERSITY OF MANAGEMENT AND TECHNOLOGY
## OFFICE OF THE REGISTRAR
## PARTICIPANT REQUEST FORM FOR LATE FEE, INSTALLMENTS AND FINE WAIVER

**UMT I.D. No.:** | | | _ | | | | _ | | | | _ | | | | **Date:** _____

**Name:** _____ **Father's Name:** _____

**Program:** _____ **Semester:** ❑ **Spring** ❑ **Summer** ❑ **Fall**

**Email:** _____ **Contact No.:** _____

**PLEASE TICK ONE:**

❑ Late Fee Submission ❑ Due Date Extension ❑ Fee Installments ❑ Fine Waiver

**STATE YOUR REASON *(please attach documentary proof):***

**NOTE:**

Minimum processing time for the approval of request is 24 hours (during working days).

- The Request might get delayed if status of a student is not clear in the records.
- No application is accepted without documentary proof.
- No application will be entertained after the due date i.e. 10th day of September, December, March and June of each year.

Participants' Signature: _____ Advisor name & signature with stamp: _____

***FOR OFFICIAL USE ONLY***

| Comments | Name | Date | Initials |
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