

**ELECTRONIC BILLING EXEMPTION APPEAL**

Business Office Cashier  
 University of Minnesota, Morris  
 215 Behmler Hall  
 600 East 4th Street  
 Morris, MN 56267  
 Telephone: 320-589-6004  
 Fax: 320-589-6126

**DIRECTIONS**

To be considered for an exemption from electronic billing, which is mandatory for all University students, you must complete all sections of this form. If approved, you will receive paper billing statements.

In Section B, briefly describe your reason for submitting this request to be exempt from electronic billing. If your circumstances are similar to the following examples, you may be eligible for an exemption:

- **Disability** (of either the student or a family member who is responsible for the billing)
- **Lack of Internet access** (exclusive registration in distance learning courses or correspondence courses not offered online)

Please be sure to sign Section C before you mail, fax, or bring the form and any supporting documentation to the Bursar Office Cashier at the address in the upper right corner.

**To fill in the form, select the field and type. Print the completed form to add the required signature(s).**

SECTION A. Student information		
Name (last, first, middle initial)	Student ID number	Phone number (include area code)
Current address (street address, apartment number or P.O. Box, city, state, Zip Code)	University e-mail address @mrs.umn.edu	
SECTION B. Reason for exemption		
Please state your reason for requesting an electronic billing exemption. You may continue on page 2, if necessary.		
SECTION C. Certification		
You must sign this form certifying that the information you provided is true.		
Signature		Date

for office use only

action taken <input type="checkbox"/> approved <input type="checkbox"/> denied	if approved, service indicator added? <input type="checkbox"/> yes <input type="checkbox"/> no	date reviewed	comments
one stop counselor's signature			



To request copies of this form in an alternative format, please call the UMM Business Office Cashier at 320-589-6004. The University of Minnesota is an equal opportunity employer and educator.

**SECTION B. Reason for request**

Continued from page 1.