



## Late Application Policy

All applicants submitting a Circle of Excellence<sup>SM</sup> application after the deadline will be subject to late filing and administrative fees.

Applicants will retain the privilege of being a member of the Circle of Excellence<sup>SM</sup> once all fees and applications are paid and processing is completed.

The method of delivery of applications for Circle of Excellence<sup>SM</sup> is the sole responsibility of the applicant. The late filing fee will be assessed until the date the application is received in the HRRRA business office.

All late applications will be audited and must include the Property Data Forms when submitted.

There will be no appeals of late applications.

### **APPLICATIONS FILED 1-7 DAYS LATE:**

In the event an application for the Circle of Excellence<sup>SM</sup> award is received within seven calendar days after the original application deadline, an administrative/processing fee of **\$250 per application** will be assessed. An additional late filing fee of **\$50 per HRRRA business day**, past the original application deadline date, will also be assessed. All fees must accompany each application.

### **APPLICATIONS FILED 8-14 DAYS LATE:**

In the event an application for the Circle of Excellence<sup>SM</sup> award is received on the eighth calendar day after the original application deadline, or later, an administrative/processing fee of **\$500 per application** will be assessed. An additional late filing fee of **\$50 per HRRRA business day**, past the original deadline date, will also be assessed. All fees must accompany each application.

### **FINAL DEADLINE:**

No applications will be accepted after the final deadline, which is the fourteenth calendar day after the original application deadline. Any application received after the Final Deadline will be reviewed at the sole discretion of the Audit Committee.