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To  
The Registrar  
United International University  
United City, Madani Avenue, Badda, Dhaka-1212.

Subject: **ID Caution money refund.**

Dear Sir,

I would like to state that I deposited Tk. 2000/- (Two Thousand only) as ID caution money at the time of my admission. I have submitted an application to the Controller of Examinations notifying Completion of my Degree / Cancellation of my admission and cleared all my dues to the UIU.

Now I would request you to kindly arrange refunding of the ID caution money as per UIU policy.

Yours truly,

\_\_\_\_\_  
(Signature of the applicant)

Student Name:	
Student ID:	
Contact No:	
E-mail Address:	

Attachment:

1. Student ID card and its photocopy.
2. Copy of General Diary (GD) lodged with Police Station and its photocopy (if the ID card is lost).
3. Dues payment receipt (if any).

<p><b>Office of the Controller of Examinations:</b></p> <p><u>❖ Degree completed.</u></p> <p><u>❖ Admission cancelled.</u></p> <p><i>ID caution fee Tk. 2000/- may kindly be refunded to the student.</i></p> <p style="text-align: center;">_____ Signature and Date</p>	<p><b>Approval of the Registrar:</b></p> <p style="text-align: center;"><u>Joint Director (F &amp; A)</u></p> <p><i>Tk. (In figure) 2,000/- Taka (In word) Two Thousand only may be refunded.</i></p> <p style="text-align: center;">_____ Registrar</p>
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↪ Rules for withdrawal of ID Caution Fee are given overleaf.

**Rules for withdrawal ID Caution Fee**

1. ID caution money will be refunded to those students who have taken admission in summer 2012 (122) trimester and onwards.
2. After notifying completion of Degree or admission cancellation, the student can submit application to the Office of the Controller of examinations for refund of caution money.
3. Generally 7 to 10 days will be required for processing the application after its submission.
4. The students have to contact office of the Finance & Accounts for collecting the refund money. The contact Number is 09604848848 (Ext 1804)
5. At the time of collecting refund money, the student has to submit attested photocopy of UIU ID card (attested by Exam. Controller's Office) to the Office the Finance & Accounts. If the ID card is lost, copy of General Diary (GD) filed with local police station has to be submitted.

**Rules regarding Authorization**

6. A student can collect his/her refund money through an authorized person on submission of a 'Letter of Authorization' along with the photocopy of National ID Card of the authorized person. The signature of the authorized person has to be attested by the student in the Letter of Authorization.
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