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To

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

Subject: Application for Refund of advance / extra payment.

Sir

With due respect, I would like to state that I have paid advance / extra payment amounting Tk. at UIU as my tuition fee / other payment(s) and have already submitted an application notifying completion of my Degree/ Admission Cancellation. Now I would like to request you to kindly arrange refund of the advance / extra amount of money mentioned above.

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) and its photocopy (if the ID card is lost).

<p><u>Office of the Controller of Examinations:</u></p> <p>❖ <i>Degree is complete.</i></p> <p>❖ <i>Admission is cancelled.</i></p> <p>Tk. may kindly be refunded to the student.</p> <p style="text-align: right;">_____ Signature and Date</p>	<p><u>Approval of the Registrar:</u></p> <p style="text-align: center;"><i>Joint Director (F & A)</i></p> <p>Tk. (In figure)</p> <p>Taka (In word)</p> <p>.....only may be refunded.</p> <p style="text-align: right;">_____ Registrar</p>
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↳ Rules for withdrawal of advance / extra payment are given overleaf.

Rules for withdrawal Advance / Extra Payment

1. After notifying completion of Degree or admission cancellation, the student can submit the application for refunding of advance / extra payment money to the Office of the Controller of Examinations.
2. In case of Dropping of a Trimester, after deduction of trimester fee and the charge for Dropping of the Trimester, extra amount (if any) will be adjusted with tuition fees of the following Trimester. This extra amount is not refundable in such cases.
3. If a student drops a Trimester and cancel admission in the flowing Trimester there will be no refund of extra money.
4. Generally 7 to 10 days will be required for processing the application after its submission.
5. The students have to contact office of the Finance & Accounts for collecting the refund money. The contact Number is 09604848848 (Ext 1804).
6. 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

7. 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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