

Billing Status Update Application

Date: DD/MM/YYYY

To

The Registrar

North South University

Clearance from Finance & Accounts

Semester:

Subject: Application for updating billing status from ‘taken’ to ‘registered’

Dear Sir,

I am Student name ID No:

a student of program under the Department of.....

in North South University. I have already paid the tuition fee of semester on

..... DD/MM/YYYY I have also updated my payment status from the Finance and Accounts department of

NSU, but my billing of the semester is still showing as ‘taken’ in the system.

Therefore, I request to you to update my billing status from ‘taken’ to ‘registered’.

Thank you.

Student’s Signature

Student’s Contact No:

Student’s Email ID:

For Office Use Only

Updated By:

Date:

Signature:

* Attach a copy of the payment slip

Please fill up this form and submit to the Registrar’s Office with supporting documents after taking clearance from F&A department.