

## Late Fee Waiver Application

Date: ..DD/MM/YYYY..

To  
The Treasurer  
North South University

To be filled up by the **Finance and Accounts Office**

Semester: .....

Tuition Fee: TK.....

Late Fee: TK.....

Through  
The Registrar  
North South University

### Subject: Request to Waive Late Fee

Dear Sir,

I am.....*student name*.....ID No: ..... a student of  
.....Program under the Department of .....in  
North South University. I could not pay the tuition fee of the semester.....on time  
because.....

Now I am ready to pay my tuition fee. Therefore, I am requesting you to kindly waive my late fee.

Thank you.

Sincerely,

Student's Signature: .....

Student's Contact Number: .....