

(Prep 18 March 2021)

## Time Extension for Payment Application

Date: DD/MM/YYYY .....

To

The Pro Vice-Chancellor  
North South University

Through

The Registrar  
North South University

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

Semester: .....

Tuition Fee: TK.....

Late Fee: TK.....

**Subject: Request for Extending the Time to Pay Tuition 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.....

.....  
.....  
.....  
.....  
.....

I will be able to pay my tuition fee within DD/MM/YYYY ..... Therefore, I am requesting you to  
kindly extend the time to pay my tuition fee.

Thank you.

Sincerely,

Student's Signature: .....

Student's Contact Number: .....

**Please fill up this form, bring clearance from Finance &Accounts and submit to the Registrar's Office with supporting documents.**