

How to pay your course registration fees

FOR Online BANKS

- Southeast Bank (**Any branch**)
- Mutual Trust Bank (**Any branch**)
- One Bank (**Any branch**)
- UCBL (**Only** Basundhara branch)

Step1 - Provide your Student ID Card to bank teller (*Do not need to provide print slip*)

Step2 - After verifying your Name and Student ID number, the bank teller will check the system online for the due amount.

Step3 – You will be asked for full payment and you will be given a bank deposit receipt.

✓ Once your payment is completed and your course status will be “Registered” **instantly**.

Note, please login to SIMS from 10th May 2016 onward, to check the following online

- Click on ‘Course Status’ → Course status should be “Registered”
- Click on “Payment Status” → Balance should be ‘0’

FOR OTHER **Non-Online** BANKS

NCC Bank (Basundhara), **IFIC Bank** (Basundhara), **AB Bank** (Basundhara)

Step1 - Fill up a deposit slip accordingly and submit to the bank teller.

Step2 - After receiving the payment and you will be given a bank deposit receipt.

✓ Your payment will be processed, but manually and it will take **a couple of days** to update your course status.

****If your course is not registered, the respective faculty will not be able to submit your grade.**