



ACA: \_\_\_\_\_

# Notre Dame University Bangladesh

2, Arambagh, Motijheel, Dhaka-1000

## ADMISSION CANCELLATION APPLICATION

**Course Cancellation Rules:**

Students will fill up this form carefully and submit it to the Registrar's office and do the following:

1. Return all cards that s/he has received from NDUB: (a) ID card, (b) Library Card, and (c) Parking Card (if applicable).
2. Return library books if s/he has any in his/her possession.
3. Pay all dues: library dues or lab dues (if applicable)

**Student's Information:**

Name: \_\_\_\_\_ ID No.: \_\_\_\_\_

Date of Admission: \_\_\_\_\_ Program: \_\_\_\_\_ Batch no.: \_\_\_\_\_

Section: \_\_\_\_\_ Completed no. of Trimesters: \_\_\_\_\_ Completed no. of Credits: \_\_\_\_\_

Student's Contact No.: \_\_\_\_\_ Guardian's Contact No.: \_\_\_\_\_

**Reasons for Cancellation:** (attach all relevant documents)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For any certificate(s) you need from NDUB you will pay Tk. 200/-(two hundred) for each.

**Put tick mark on the name of certificate(s) you want:**

- Accounts Clearance Certificate
- Testimonial
- Academic Transcript
- Transfer Certificate

.....  
Guardian's Signature and Date

.....  
Student's Signature and Date

**Dues Status:**

- Dues of previous trimester(s) Tk. \_\_\_\_\_  Dues of the running trimester Tk. \_\_\_\_\_
- Payment done for the running trimester Tk. \_\_\_\_\_

\_\_\_\_\_  
Signature of the Accountant

**Library Clearance**

\_\_\_\_\_  
Signature of Librarian

**Comments of the Department Chairman:**

\_\_\_\_\_  
Signature, Seal and Date

**Decision of Authority:**

(Comments, if any):

\_\_\_\_\_  
Authorized Signature and Date