



AWT: _____

Notre Dame University Bangladesh

2, Arambagh, Motijheel, Dhaka-1000

Application Form to Withdraw from a Trimester

Withdrawing Rules

Rules for refunding students next trimester who want to withdraw from a trimester after their registration:

- 1: 75% tuition fee will be refunded to the next trimester if a student decides to withdraw from a trimester and informs the office within 14 (fourteen) days of registration.
- 2: 50% tuition fee will be refunded to the next trimester if s/he decides and informs the office about it within 30 (thirty) days of registration.
- 3: If the student informs the decision after Mid-Term exam and before beginning of classes, then 25% of the tuition fee will be refunded.

Student's Information:

Name: _____

ID number: _____ Program: _____ Batch no.: _____ Section: _____

Student's contact no: _____ Guardian's contact no: _____

Name of the trimester that you want to withdraw from: _____

Reason to withdraw (attach all relevant documents)

.....
Guardian's Signature and Date.....
Student's Signature and Date

Dues Status:

 Paid for the running trimester, Tk. _____ Previous dues (if any): Tk. __________
Signature of Accountant

Comments of the Department Chairman (if any):

Signature, Seal and Date

Decision of Authority:

Comments If any:

This student is considered for category: 1 2 3

Approved percentage to refund: _____

Authorized Signature and Date