**(Prep 01 November 2021)**

**Late Fee Waiver Application**

**DD/MM/YYYY**

Date: …………………

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

Semester: ………………………………………….

Tuition Fee: TK……………………………………

Late Fee: TK………………………………………

To

The Treasurer  
North South University

**Subject: Request to Waive Late Fee**

Dear Sir,

**student name**

I am…………………………………...……………………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...…………………………………………………………………………………………….…………

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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: ………………………….......

**Please fill up this form and submit to Finance and Accounts Office.**