**(Prep 22 August 2021)**

**Billing Status Update Application**

 **DD/MM/YYYY**

**Clearance from Finance & Accounts**

**Semester:** ……………………………………

Date: ………..…………

To

The Registrar

North South University

**Subject: Application for updating billing status from ‘taken’ to ‘registered’**

Dear Sir,

**Student name**

I am …..……… ……………………………………………… ID No: .................................................................

a student of …………………..……… program under the Department of………………………………….….…

in North South University. I have already paid the tuition fee of …..………………………...……… semester on

 **DD/MM/YYYY**

…………………............ . I have also updated my payment status from the Finance and Accounts department of

NSU, but my billing of the semester is still showing as ‘taken’ in the system.

Therefore, I request to you to update my billing status from ‘taken’ to ‘registered’.

Thank you.

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| --- |
| **For Office Use Only**Updated By: ……………………………...Date: …………………………………….Signature: ………………………………. |

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**Student’s Signature**

Student’s Contact No: ………………….…………………… Student’s Email ID: …………………………………………

\* Attach a copy of the payment slip

**Please fill up this form and submit to the Registrar’s Office with supporting documents after taking clearance from F&A department.**