



Faculty/ College.....
Reference NO. ....
Date.....

**Late Payment of Academic Tuition Fees Request Form**  
(Please complete the form and correctly for consideration)

1. For Student

Written at.....  
Date.....

Dear Vice President for Education

Subject: Request for late payment of tuition fees

Currently studying in  First Semester  Second Semester  Summer Semester Academic year.....

I am (Mr./ Miss/ Mrs.)..... Student ID.....

Faculty/ College ..... Program..... Major..... Student Year.....

Current Address.....

Mobile Number..... E-mail:.....

I would like to request for the Academic tuition fees late and an late fees exemption due to:.....

The fee will be paid before:.....

However, if the student does not pay the tuition fee within the period as requested, The university will proceed with the university's procedures.

In addition, students who wish to resign must pay the tuition fees for which they have requested deferment before receiving approval to resign.

Student's Signature.....

<p>2. For Guardian</p> <p>Certify from <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian</p> <p>Mobile Number:.....</p> <p>I hereby certify that all information given above is true.</p> <p>Signature..... (.....)</p> <p>Date...../...../.....</p>	<p>3. For Faculty/ College</p> <p>Opinion of Advisor</p> <p><input type="checkbox"/> Approve the deferment of late payment of academic tuition fees and assignment to the Institute officer to follow and report to the university further.</p> <p><input type="checkbox"/> Other.....</p> <p>Signature..... (.....)</p> <p>Date...../...../.....</p>	<p>Opinion of Dean</p> <p><input type="checkbox"/> Approve the deferment of late payment of academic tuition fees and assignment to the Institute officer to follow and report to the university further.</p> <p><input type="checkbox"/> Other.....</p> <p>Signature..... (.....)</p> <p>Date...../...../.....</p>
<p>4. For University Officer</p> <p>The student's request above has been verified and considered appropriate to the offer the following :</p> <p><input type="checkbox"/> Approved for late payment of tuition fees</p> <p><input type="checkbox"/> Other.....</p> <p>(.....) (.....)</p> <p>Educator Supervisor</p> <p>Date...../...../..... Date...../...../.....</p>	<p>Opinion of the Director for the Academic Affairs</p> <p><input type="checkbox"/> Approved for late payment of tuition fees</p> <p><input type="checkbox"/> Other.....</p> <p>Signature..... (.....)</p> <p>Date...../...../.....</p>	<p>Opinion of the Vice President for Education</p> <p><input type="checkbox"/> Approved for late payment of tuition fees</p> <p><input type="checkbox"/> Other.....</p> <p>Signature..... (.....)</p> <p>Date...../...../.....</p>

Copy to Division of Academic Affairs

The version of Document: Late Payment of Academic Tuition Fees Request form for student Version 1.1, (September 7, 2024)

(For the student's benefit, please submit the late payment of tuition free request form before registration at least 3 working days.)