

Date of on which IUT received application by mail

To  
The Vice-Chancellor  
Islamic University of Technology (IUT)  
Board Bazar, Gazipur

**Subject: Cancelation of Admission & Refund Form**

I wish to inform you that I was selected for admission in the \_\_\_\_\_ (e.g. CSE, EEE, ME, CEE, SWE, IPE, BTM or BTHT etc) programme of IUT and accordingly I deposited US\$ \_\_\_\_\_ equivalent to taka \_\_\_\_\_/= to IUT account on \_\_\_\_\_ (date). However, due to personal reasons, I have now decided to **cancel my admission and get refund of the admission fee** as per rule of IUT.

The refund will be made by cheque and will be collected from IUT physically, issued in favor of \_\_\_\_\_ (Name of the Parent/ Guardian) and delivered to the undersigned.

I, therefore, request you to kindly allow my withdrawal from your esteemed University.

Name of the Student: \_\_\_\_\_  
Roll No: \_\_\_\_\_, Merit Position: \_\_\_\_\_,  
Student ID. *if already registered at IUT* \_\_\_\_\_  
Birth Certificate No. of the student \_\_\_\_\_, National ID. No. of the Parent/Guardian (account holder) who paid the money \_\_\_\_\_, HSC Registration card No. of the student \_\_\_\_\_, Mobile telephone No. of the student \_\_\_\_\_.  
Signature of the student: \_\_\_\_\_,

***(Attach copies of the Parent/Guardian ID, student's HSC card, student's birth certificate, bank payment receipt).***

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Head of Department of the programme (***if the applicant is already registered at IUT***)

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Recommendation of the Pro Vice-Chancellor

\_\_\_\_\_  
Approval of the Vice Chancellor