

**CHITTAGONG INDEPENDENT UNIVERSITY**  
**Minhaj Complex, 12 Jamal Khan Road, Chittagong**

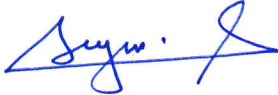
Ref No. CIU/F &A/ 08052019

**NOTICE REGARDING PAYMENT OF TUITION FEES AND OTHER CHARGES**

Students are requested to follow the following payment procedure of Tuition fees and other charges:

1. During the time of Admission, every student must pay their admission fee according to the bill generated by Registrar Department.
2. All other fees must be paid within one week during the office time from the date of admission, for the local student through Bank or pay order, for the outside of city corporation area through Bank, Demand Draft without any fine.
3. Students are allowed to pay the tuition fees and other charges by installment as per the following terms and conditions:
  - a. **1st Installment**-The first installment, 50% of the total dues can be paid without any fine during the specified time of the bill;
  - b. **2nd Installment**- Next 25% of the dues, including the 5% Installment charge, has to be paid within the specified time of the bill in the 2nd installment;
  - c. **3rd Installment**- The remaining 25% of the dues including the 5% Installment charge has to be paid within the specified time of the bill in the 3rd installment;
4. Those students, who will fail to pay any fees and charges within the due date mentioned in the bill, he /she will be liable to pay **@ Tk. 20 per day** as late fine.

**(Note that the above procedure will be effective from 1st July 2019.)**



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(On instruction from the Vice Chancellor)

SALMA BEGUM, FCA

Acting Director (F&A)