

Bangladesh University of Business and Technology (BUBT)

NOTICE

**Payment of 1st installment of Tuition fee for
Registration- Fall Semester-2017-18**

BBA Program

Procedures	Time Limit
<p><u>Checking of Registration Form:</u> (a). Regular student: The students who have completed all courses upto Summer Semester, 2017 are not required to fill up the Registration Forms. Their Registration Forms will be filled up automatically after publication of results of final semester and payment of their fees is to be done according to payment schedule (attached).</p>	
<p>(b). Irregular students: The students who have not completed their courses regularly shall collect Registration Forms from Admission & Registration Section, Room No-106 (Campus-2), get the forms verified and signed by the respective faculty members assigned for this purpose, deposit the same in Room No-106 (Campus-2) and Reception of permanent campus for giving entry in computer and then collect 'Money Receipt' from Accounts Section for payment of fees.</p>	<p>Registration Form submission</p> <p>10.10.2017 to 17.10.2017</p>
<p><u>Payments of Fees:</u> Both regular and irregular students shall collect 'Money Receipt' from Accounts Section for payment of 50% of total fees or minimum TK. 6,000/- as first installment for Fall Semester- 2017-18 and previous dues (if any). They shall make payment in Social Islamic Bank Ltd. (SIBL) Collection Booth at BUBT or Pubali Bank Ltd. Cheriakhana Road Br, Mirpur, Dhaka to complete the registration process.</p> <p>Registration Forms automatically filled in will be supplied to the students later on.</p>	<p>Payment of fees should be completed as per the payment Schedule attached and in the BUBT website</p>

Notes: Students failing to complete the payment of 1st installment for registration alongwith the previous dues, if any, within the given dates mentioned in the payment schedule for Fall Semester -2017-18 (attached) will not be allowed to attend classes and sit for Mid-term Examination in Fall Semester -2017-18.

Registrar

BUBT

Copy to:

1. P.O. to VC
2. Registrar
3. Controller of Exam.
4. Proctor
5. Chairmen of all departments
6. JD Accounts
7. Deputy Registrar (AR)
8. Office file
9. Website upload (Room No 516, Permanent Campus)

enclosure: Payment Schedule for Fall Semester -2017-18.

NOTICE

Payment of 1st installment of Tuition fee for Registration- Fall Semester-2017-18

All Undergraduate Program (Day)

Procedures	Time Limit
Checking of Registration Form: (a). Regular student: The students who have completed all courses upto Summer Semester, 2017 are not required to fill up the Registration Forms. Their Registration Forms will be filled up automatically after publication of results of final semester and payment of their fees is to be done according to payment schedule (attached).	
(b). Irregular students: The students who have not completed their courses regularly shall collect Registration Forms from Admission & Registration Section, Room No-103 (Permanent Campus), get the forms verified and signed by the respective faculty members assigned for this purpose, deposit the same in Room No-103 (Permanent Campus) and Reception of permanent campus for giving entry in computer and then collect 'Money Receipt' from Accounts Section for payment of fees.	Registration Form submission 10.10.2017 to 17.10.2017
Payments of Fees: Both regular and irregular students shall collect 'Money Receipt' from Accounts Section for payment of 50% of total fees or minimum TK. 6,000/- as first installment for Fall Semester- 2017-18 and previous dues (if any). They shall make payment in Social Islamic Bank Ltd. (SIBL) Collection Booth at BUBT or Pubali Bank Ltd. Cheriakhana Road Br, Mirpur, Dhaka to complete the registration process. Registration Forms automatically filled in will be supplied to the students later on.	Payment of fees should be completed as per the payment Schedule attached and in the BUBT website

Notes: Students failing to complete the payment of 1st installment for registration alongwith the previous dues, if any, within the given dates mentioned in the payment schedule for Fall Semester -2017-18 (attached) will not be allowed to attend classes and sit for Mid-term Examination in Fall Semester- 2017-18.

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enclosure: Payment Schedule for Fall Semester -2017-18.

NOTICE

Payment of 1st installment of Tuition fee for Registration- Fall Semester-2017-18

All Graduate Program (Evening)

Procedures	Time Limit
<p><u>Checking of Registration Form:</u></p> <p>(a). Regular student: The students who have completed all courses upto Summer Semester, 2017 are not required to fill up the Registration Forms. Their Registration Forms will be filled up automatically after publication of results of final semester examination. Payment of their fees is a must as per the schedule mentioned below.</p>	
<p>(b). Irregular students: The students who have not completed their courses regularly shall collect Registration Forms from the Admission & Registration Section (Md. Anwar Hossen Khondaker) Room No-106 and get the forms verified and signed by the respective faculty members assigned for this purpose and then submit the completed forms to Md. Anwar Hossen Khondaker Room No-106 and collect 'Money Receipt' from Accounts Section.</p>	<p>Registration Form submission</p> <p>10.10.2017 to 17.10.2017</p>
<p><u>Payments of Fees:</u></p> <p>Both regular and irregular students shall collect 'Money Receipt' from Accounts Section for payment of 50% of total fees or minimum TK. 6,000/- as first installment for Fall Semester-2017-18 and also previous dues (if any) and pay at BUBT Collection Booth.</p> <p>Registration Forms automatically filled in will be supplied to the students later on.</p>	<p>Payment of fees should be completed as per the payment Schedule attached and in the BUBT website</p>

Notes: Students failing to complete the payment of 1st installment for registration alongwith the previous dues, if any, within the given dates mentioned in the payment schedule for Fall Semester -2017-18 (attached) will not be allowed to attend classes and sit for Mid-term Examination in Fall Semester -2017-18.

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enclosure: Payment Schedule for Fall Semester -2017-18.

NOTICE

Payment of 1st installment of Tuition fee for Registration- Fall Semester-2017-18

All Undergraduate Program (Evening)

Procedures	Time Limit
<u>Checking of Registration Form:</u> (a). Regular student: The students who have completed all courses upto Summer Semester, 2017 are not required to fill up the Registration Forms. Their Registration will be done automatically after publication of their results of final semester and payment of their fees is to be done according to payment schedule (attached).	
(b). Irregular students: The students who have not completed their courses regularly shall collect Registration Forms from the Reception of permanent campus, get the forms verified and signed by the respective faculty members assigned for this purpose. They will again submit the Registration Form to Reception of permanent campus and collect 'Money Receipt' from Accounts Section.	Registration Form submission 10.10.2017 to 17.10.2017
<u>Payments of Fees:</u> Both regular and irregular students shall collect 'Money Receipt' from Accounts Section for payment of 50% of total fees or minimum TK. 6,000/- as first installment for Fall semester-2017-18 and also previous dues, (if any), and pay at BUBT Collection Booth. Registration Forms automatically filled in will be supplied to the students later on.	Payment of fees should be completed as per the payment Schedule attached and in the BUBT website

Notes: Students failing to complete the payment of 1st installment for registration alongwith the previous dues, if any, within the given dates mentioned in the payment schedule for Fall Semester -2017-18 (attached) will not be allowed to attend classes and sit for Mid-term Examination in Fall Semester -2017-18.

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