



বাংলাদেশ আর্মি ইন্টারন্যাশনাল ইউনিভার্সিটি অব সায়েন্স এন্ড টেকনোলজি, কুমিল্লা সেনানিবাস  
BANGLADESH ARMY INTERNATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY (BAIUST), COMILLA CANTONMENT

001/Aca/24/Registration

Date: 08 September 2019

**NOTICE FOR REGISTRATION- FALL 2019**

1. The Fall 2019 Semester shall commence on 22 September 2019.
2. Following are the procedure for completion of Registration formalities:
  - a. After publishing the result, the department/course coordinator will consult with the students about semester enrollment from 23 September to 26 September 2019.
  - b. The department will forward the enrolled students list as per the format of Annex A for the Fall 2019 semester to the Registrar's Office and Treasurer's Office by 29 September 2019.
  - c. **Student Payment Timeline:** All students are hereby requested to complete their Registration formalities by 10 October 2019, as per the Students Semester Fee Deposit Policy, attached at Annex B.
  - d. **Instruction for Payments:** All fees except hostel fees must be paid through BAIUST Bank deposit book to the Trust Bank Ltd. Deposit Books are available in Admission office and Treasurer's Office.

or

All fees can also be paid through Pay Order/Bank Draft in favor of VC, BAIUST **Operation**, and must be deposited to Trust Bank Cantonment branch and Cumilla branch through BAIUST deposit book. The payment details are as under:

Account Name: BAIUST Operations  
Account Number: 0005-0210033136  
Trust Bank Ltd.
- e. The faculties will maintain the attendance sheet as per the enrollment list of the students in Fall 2019.

3. Forwarded for your kind information and necessary action please

Col Sumon Kumar Barua, (Retd)  
Registrar

Annex:

- A. Students Enrollment List Format.
- B. Students Semester Fee Deposit Policy.

Action:

Treasurer's Office

Dept of CSE

Dept of EEE

Dept of CE

Department of Business Administration)

Dept of English

Dept of Law

Office of the CoE

Library

All Notice Boards

Admission, Registration and Information Wing

Information:

Vice Chancellor

Dept of Sc & Hum



**BANGLADESH ARMY INTERNATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY (BAIUST) - CUMILLA CANTONMENT**  
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**Students Enrollment List**

Department :.....

Session:.....

Level:.....

Term:.....

Ser	ID No	Name	Pass/ Withdraw al/ Repeat	Enrollment Date	Student Signature	Remarks
1						
2						
3						
4						
5						
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30						

Course Co-ordinator  
(Name & Signature)

Head Of Department  
(Seal with Signature)



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## Students Semester Fee Deposit Policy

Respected Parents/ Guardians,

Financial discipline and proper maintenance of financial affairs is of utmost necessity for any institution/ organization. The Finance code shall have to be abided by the university and its concerned offices, institutions, departments, programs and students.

The Students fee deposit practice that is being currently followed (in most cases) at BAIUST is not in conformity with the standard procedure and finance regulations. The semester and other fees are deposited by the students in piece meal (few installments) within a running semester or much later, even after the semester is over. BAIUST being relatively a new university having no permanent campus of its own and running on huge Bank loan cannot take the financial crises created due to such late payment of tuition fees by the students. Respected parents and our students need to be aware of the fact that students' fees are the main/ only source of fund for running a private university smoothly. It is therefore, strongly felt by the Treasurer's office that the Students fees deposit procedure, must be followed as per steps/ actions mentioned as under:

- New Admission.** Students have to pay in full the admission, semester, course registration fee (as per credit), caution money, etc at the time of new admission.
- Semester & miscellaneous Fees (existing students).** It is desired that all students shall pay their dues (including arrear, if any) at the beginning of a new semester (**within second week**). Students having financial problem for full payment can pay the semester fee (**for Fall 2019 only**) in two instalments; **50% within second week and rest 50% (including arrear) within seventh week of the running semester**. Any student not following this schedule (even if prior permission for late payment is approved by the authority) shall have to pay a **fine of Tk. 100/- only per day**. However, all fees including the fine must be paid at least one month before the Semester Final exam, failing which s/he shall not be allowed to sit for the exam.
- Hostel/ Messing/ Transport/ Canteen.** Students are required to pay the fees/ dues as per schedule. Late fine of Tk. 50/- only per day shall be charged for not paying these bills within the next month for which the bill has been served.
- Fines.** Fines charged due to shortage of class percentage, cancellation of registration for various reasons have to be paid by the students once the list/ names are forwarded to the Treasurer's office from Departments, Registrar's office, Library & Hostel.

BAIUST is highly committed to offer best possible quality education to its students. The necessity of proper financial backup for smooth running of any academic institution need not be overemphasized. As such, our respected guardians and students are earnestly requested to follow the payment schedule mentioned above. Your kind cooperation and valuable advice to turn this university into a Center of Excellence shall be highly appreciated.

With thanks and kind regards.

03-09-2019

Colonel Prof Md Mosharraf Hossain (Retd)  
Treasurer