

20 September 2023

To

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

Through: Students Welfare Division (SWD)

Subject: Application for Approval of Tuition Fee Waiver

Assalamu Alaikum Sir,

I hope this letter finds you in good health. I am writing to respectfully request a waiver of tuition fees at the Islamic University of Technology (IUT) due to my family's current financial constraints.

I am a dedicated and committed 3rd-semester student in the Computer Science and Engineering (CSE) Department. However, my family faces significant financial constraints due to the heavy expenses on knee surgeries for both me and my elder brother. My father retired from his profession 1 year ago. Additionally, my parents' health challenges, my father as a patient survived from heart failure and my mother's several diseases, incur a lot of monthly expenses. Considering the financial responsibilities my father shoulders and the necessary medical care my parents require, it has become impossible for him to cover my educational expenses as well. Therefore, I humbly request your kind consideration in granting me a tuition fee waiver for the next two semesters, allowing me to continue my studies without the burden of tuition fees. I have attached all the relevant documents to support my application, including financial records and medical reports.

Thank you for your time in reviewing my application. Therefore, I earnestly pray and hope that you will consider granting me a full or partial waiver of tuition fees for the academic year 2022-23.

Sincerely,

Zawad Bin Shoukat

ID- 210041257

Semester- 3rd

Department of Computer Science and Engineering

Guardian's Signature