

# Rowshan Ara Scholar Garden-1

Daffodil International University  
DSC, Birulia, Savar, Dhaka-1216.

## Seat Cancellation Notice – Spring 2025 (Tri Semester)

Date: 25th February 2025

Dear Residents,

We would like to notify you that the **seat cancellation process** for the *Spring 2025* semester will begin on *1st March 2025* and will run until *20th March 2025*. Who have completed their graduation/ post-graduation in *Spring-2025* and the students who want to cancel their hall seat from *Summer 2025*, are requested to place a seat cancellation application through Hall Portal. Please take note of the following details to ensure a smooth and timely cancellation:

### 1. Cancellation Apply:

The seat cancellation requests must be submitted **between 1st March to 20th March 2025**.

### 2. Steps to Follow:

- Visit the **DIU Hall Portal** to submit your seat cancellation request.
- Ensure that all dues are cleared prior to submitting the request.
- Return any hall-issued property before the final approval.



Hall Portal Link

### 3. Important Deadlines and Fees:

- All requests must be submitted by **20th March 2025**.
- Applications submitted **after the deadline** will have to pay a **late fee of BDT 1000 (till 30-03-25)**.
- Any requests made beyond the deadline may either be subject to this fee or rejected altogether, in which case you could be held responsible for the full room charge for the next semester.

We urge all residents to complete the cancellation process within the specified timeline to avoid any inconvenience. Should you need assistance or have any questions, you are welcome to visit the hall office during working hours.

Thank you for your cooperation.

**Provost**

Rowshan Ara Scholar Garden-1  
Daffodil International University.



Cancellation video  
Guideline

*"For login assistance with your portal, you can seek help from the Hall Office Room."*