

Yunus Khan Scholar Garden-1
Daffodil International University
DSC, Savar, Dhaka

Seat Cancellation Notice – Spring 2025

Only for Tri-Semester Students

Date: 26 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 Window:

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.



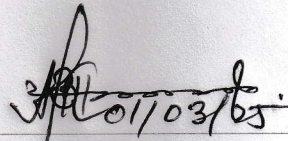
Hall Portal Link

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**.
- 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.

Please complete the cancellation process on time to avoid any issues. If you need help or have questions, visit the hall office during working hours.

Thank you for your cooperation.


01/03/25

Provost

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Daffodil International University



Cancellation
Guideline