SOCIAL REPUBLIC OF VIETNAM

**Independence – Freedom – Happiness**

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**REQUEST FOR EXTENSION ON TUITION FEE PAYMENT**

 **Respectfully addressed to: -** Office of Academic Affairs

 - Office of Planning - Finance

Student’s full name:

Student code:

Class:

Date of birth: ……………………………Place of birth: ……………………………………

Phone: ......................................................Email: ……………………………………………

Address:

I am writing this letter to request for time extension for tuition fee payment of semester…., the academic year 20…-20… at amount of……………………due to the following reasons:

I promise to complete the payment of tuition fee before:

In case of failure to comply with the commitment, I will take full responsibility and comply with the regulations of VNU-IS.

Thank you so much for your consideration!

 *Hanoi, ……………………… 20…*

 **Requested by**

*(Signature and Full Name)*

 **OFFICE OF PLANNING - FINANCE OFFICE OF ACADEMIC AFFAIRS**