

# EAST WEST UNIVERSITY

08 February 2022

## **Guideline for Depositing Students' Fees of Spring 2022 Semester**

Academic activities like Classes, Examinations, Course advising and deposits of students' fees of East West University are being conducted through online.

Students, who do not have any 'advance/arrear/scholarship/financial aid/regular waiver', will have to deposit their semester fees using the 'Advising Slip/Deposit Slip' (generated from EWU Portal) in the designated Banks. Even if they have any course add/drop, they can deposit the same using the revised 'Advising Slip/Deposit Slip'.

Those who have advance (surplus) in their EWU students' ledger on account of payment of dropping semester after payment or other reasons, they can deposit their semester fees in Spring 2022 semester by adjusting (deducting) that amount.

Students are requested not to ask the bank for any Advising Slip or Deposit slip. If anyone doesn't have it, he/she may print it from the EWU Portal (<http://portal.ewubd.edu>) using login ID.

Those who have 'advance/arrear/scholarship/financial aid/regular waiver', will have to use 'Manual Deposit Slip' ([https://www.ewubd.edu/storage/app/media/Forms%20and%20Documents/EWU\\_Manual%20Deposit%20Slip\\_19.0\\_5.2021.pdf](https://www.ewubd.edu/storage/app/media/Forms%20and%20Documents/EWU_Manual%20Deposit%20Slip_19.0_5.2021.pdf)) to deposit their fees. In that case, they will have to recalculate their net amount of fees. In order to recalculate their net amount they will have to deduct their 'advance/arrear/scholarship/financial aid/regular waiver' from the total amount of tuition fees first and after deducting the 'advance/arrear/scholarship/financial aid/regular waiver' they will have to deduct special waiver (20%) and other fees to be added.

For making adjustment of 'scholarship/financial aid/regular waiver' in EWU Accounting systems, the concerned students will have to send their relevant documents (grade report, advising slip and etc.) to the '[helpdesk-accounts@ewubd.edu](mailto:helpdesk-accounts@ewubd.edu)'.

### **For Example (Recalculation of Net Payment):**

Tuition Fee	Tk. 44100.00
Less: scholarship/financial aid/regular waiver ( <i>for example</i> )	<u>Tk. 15000.00</u>
Total after adjustment of scholarship/financial aid/waiver	Tk. 29100.00
Less: Special Waiver (20%)	<u>Tk. 5820.00</u>
Net Tuition Fee	Tk. 23280.00
Add: Laboratory Fee	Tk. 1000.00
Add: Library Fee (For graduate Programs only)	<u>Tk. 500.00</u>
Net Amount to be deposited	<u>Tk. 24780.00</u>

Students of EWU can deposit their fees to any branch of the following banks in the country:

- i. Bank Asia Limited
- ii. United Commercial Bank Limited
- iii. One Bank Limited
- iv. Dutch Bangla Bank Limited; and
- v. Mutual Trust Bank Limited

} For details please visit:  
<https://www.ewubd.edu/payment-procedure>

In order to avoid rush, it is advised not to go the large branches (like Principal Branch/Corporate Branch) usually, who do not receive utility bills.

**It is advised not to deposit your fees/charges in any agent banking system except Dutch Bangla Bank Ltd. Agent banking systems do not report students' deposit properly.**

For any further query, please write to: [helpdesk-accounts@ewubd.edu](mailto:helpdesk-accounts@ewubd.edu) .

With the kind approval of the Vice Chancellor.

Mashfiqur Rahman  
Registrar  
East West University