

To.  
Dean of Graduate School  
Institut Teknologi Bandung (ITB)  
Jalan Tamansari No. 64  
Bandung

**LETTER OF AGREEMENT OF TUITION FEE PAYMENT FOR NEW STUDENT**

Name : .....  
Study Program : .....  
Occupation : .....  
Address : .....  
Phone Number : .....

Hereby applies for postponing payment of tuition fee Semester I - 2016/2017 due to:

.....  
.....

I guarantee to pay the tuition fee at the latest on 28 October 2016. **I declare that by the 28 October 2016 I have not paid my tuition fee for Semester I – 2016/2017, it means I resigned as a student of ITB and hence I agree that ITB will process my resignation.**

I create this agreement in accordance with the truth.

Bandung, .....

Signature,

Stamp Rp 6000

Name : .....

Study Program : .....

Cc:

1. DEKTM - ITB
2. Finance Directorate

**CONTRACT OF TUITION FEE PAYMENT FOR NEW STUDENT**

**This contract is signed between:**

1. **Prof. Dr. Pudji Astuti, MS**, the Dean of Graduate School of Institut Teknologi Bandung (ITB), a legal representative of ITB, located at Jalan Tamansari No. 64 Bandung; hereinafter known as the FIRST PARTY; and
2. Name ....., Study Program ..... hereinafter known as the SECOND PARTY;

This contract is regulated by the followings terms:

**Article 1**

The SECOND PARTY guarantees the payment of tuition fee (BPP) for Semester 1 - 2016/2017 in the amount of \$ ..... which will be done the latest **28 October 2016** (based on the letter of agreement of tuition fee payment to the Dean of Graduate School of ITB, dated.....)

**Article 2**

The FIRST PARTY will not give exemption or reduction of tuition fee.

**Article 3**

When the SECOND PARTY does not pay the tuition fee (BPP) as stated in the article 1, it means the SECOND PARTY declares resignation **as a student of ITB, and hence agrees that ITB will process the SECOND PARTY'S resignation.**

This contract is made and signed with full awareness by both parties on the date ....., it is made in 3 (three) copies, for the Office of Graduate School and the SECOND PARTY concerned.

FIRST PARTY,  
Dean of Graduate School,

SECOND PARTY,

Stamp Rp 6000

**Prof. Dr. Pudji Astuti Waluyo, MS**

**Name : .....**