

*Sri Lanka Institute of Advanced Technological Education*  
**ADVANCED TECHNOLOGICAL INSTITUTE – BATTICALOA**

Semester Renewal Form

[Please tick ( ✓ ) the relevant cage ]

01. Student's Name with Initials :- .....
02. Registration Number :- .....
04. Contact Number :- .....
03. Name of Course :- HNDA / HNDE / HNDIT/ HNDTHM

05. Gender :- Male  Female

06. The year for the renewal :- 1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

07. The semester for the renewal :- 1<sup>st</sup>  2<sup>nd</sup>

08. Completed Semester / Semesters:-

Year	Semester	
	I	II
I		
II		

Year	Semester	
	I	II
III		
IV		

Course fees payment for the academic year 20..... 1<sup>st</sup> / 2<sup>nd</sup> Semester (**Only for part time courses**)

Date: - .....

Receipt No: - .....

I hereby certify that the above information is true and correct Also I request to renew the registration for 20..... 1<sup>st</sup> / 2<sup>nd</sup> Semester

Date: - .....

.....

Student's Signature

**Recommendation of the Librarian**

All books of the library are returned / not returned

.....

Signature of the Librarian

**Recommendation of the HOD**

The above student expecting the renewal for registration, participate / not participate in the lectures and practical classes and maintain/ not maintain discipline as a student of the Institute. Therefore, I recommend / not recommend him / her for renewal of the registration.

Date :- .....

.....

Signature of the HOD

**Official Use only**

According to the above information he / she has paid / not paid the course fees for 1st / 2<sup>nd</sup> Semester I / II / III / IV year.

Date :-.....

.....

Signature of the M/A (Account)

**Approval of the Director / Assistant Registrar**

Referring to above facts I approve / not approve the renewal of the registration.

Date :- .....

.....

Signature of the Director / A R