



# REFUND / COURSE CHANGE APPLICATION

(Academic Session 2010-2011)

[Applicable upto 45 days from the commencement of the course]

I wish to discontinue my course due to \_\_\_\_\_  
(Mention Reason)

Kindly arrange to  Refund /  Change my course as per the rules. Details of my registration are as under.

STUDENT DETAILS			
Name _____			
Father's/Guardian's Name _____			
Stream _____		Course _____	
Form Number _____		Course Code _____	
Batch Number _____		Reg.No. _____	
FEE DETAIL			
Payment Option	Lumpsum	Installment	
Total Fee Paid :-			
Date of Fee Deposit :-			

*Staple Your I-Card &  
Original Fee Receipt(s) Here*

COURSE CHANGE	
<b>CLASSROOM PROGRAMME TO CLASSROOM PROGRAMME</b>	<b>CLASSROOM PROGRAMME TO DISTANCE LEARNING PROGRAMME</b>
OLD COURSE _____	OLD COURSE _____
NEW COURSE _____	NEW COURSE _____
	TEST CENTRE _____
	(Scholarship Rs. 1000/- For Joining Joint Package Course)

For detail Please refer to Page No. 16 of Information bulletin.

Please issue Cheque in Favour of \_\_\_\_\_ (Father / Mother/ Self )  
as per the refund rules of the Institute. Please send the cheque by post at my address. I am enclosing herewith **IDENTITY CARD & FEE RECEIPT.**

Place \_\_\_\_\_ Signature of Student \_\_\_\_\_

Date \_\_\_\_\_ Signature of Father/Guardian \_\_\_\_\_

**For Office Use**

Refund Cheque No \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

ACKNOWLEDGEMENT ( Office Use Only )	
Received from _____	an application for Refund / Course Change.
Form No. _____	Course _____
Date _____	Signature _____

Note :- The refund cheque will be sent by Courier / Registered Post within **3 days** from the date of receipt of this Application form.