

Request Form for payment of Tuition Fees in three Equal instalments (BE)

Date: _____

To,
The Principal
Sarvajani College of Engineering & Technology,
Surat

Sub: Request to allow for payment of Tuition Fees in instalments for my ward studying at SCET,
BE (Branch _____) year _____ Sem. _____ academic year 2020–2021

Respected Sir,

As we are facing difficulties in paying the tuition fees due to the unprecedented novel COVID-19 pandemic, I, (parent name) _____ parent of Mr/Ms (student name) _____, studying in **BE** (Branch _____) year _____ Semester Enrolment Number _____ in the academic year 2020-2021 – am requesting College to allow the payment of Tuition fees in three equal amount of instalments on or before the date mentioned hereunder:

1st Instalment – **On or Before 15–07–2020**
2nd Instalment – **On or Before 15–08–2020**
3rd Instalment – **On or Before 15–09–2020**

We bind our self to pay the fees without any delay in the dates mentioned above.

Regards,

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|--|--|
| Parent Signature: | Student Signature: |
| Name of parent: _____ Relation (Father/Mother/guardian) : _____ Mobile number: _____ Mail Id: _____ Full address: _____ _____ _____ | Name of Student: _____ Mobile number: : _____ Mail Id: _____ Full address: _____ _____ _____ |
| Date: | Date: |

Note:

This request needs to be submitted in Accounts Section of the institute