

## Request Form for payment of Tuition Fees in three Equal instalments (ME/MCA)

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,  
**ME (Branch \_\_\_\_\_)/MCA** 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 **ME(Branch \_\_\_\_\_)/MCA** \_\_\_\_\_ 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:

**1<sup>st</sup> Instalment** – **On or Before 10–08–2020**  
**2<sup>nd</sup> Instalment** – **On or Before 10–09–2020**  
**3<sup>rd</sup> Instalment** – **On or Before 10–10–2020**

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

Regards,

<b>Parent Signature:</b>	<b>Student Signature:</b>
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