PART A
(To be filled by Student)

Name of Student: __________________________
Father’s Name: __________________________

Current Course: __________________________
Course in which the transfer is being sought: __________________________

Current Batch & Fee Details

Batch: __________________________
Roll No: __________________________
Security Amount Deducted (if any): __________________________
Total Course Fee Deposited: __________________________
GST: __________________________
Total Amount: __________________________

Details of Receipts:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Receipt No</th>
<th>Date of Receipt</th>
<th>Amount</th>
<th>Remarks</th>
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<td>Fee</td>
<td>GST</td>
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Reason for Transfer:
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

Declaration

I, __________________________ S/o / D/o __________________________ applying to transfer the course and understand and accept the implications of this request as discussed with counsellor. I also understand that this transfer request will not automatically be approved and may be subject to checks on qualifications, my records and NIELIT rules.

Date:________________________  Student’s Signature
PART B

Transfer seeking to:

(For Office use only)

Course : ___________________ Batch : ________________ Roll No : ________________

Fee Details:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Fee of Previous course</th>
<th>Amount paid in Previous Course</th>
<th>Fee of New Course</th>
<th>Amount Adjusted</th>
<th>Balance to paid</th>
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Total

Date : _______________________________

FOC

Verified By:

(Signature of Accounts Assistant / Clerk)

Declaration

I agree to pay the difference of fee for new course as detailed above.

Date:________________________

Student’s Signature

☐ Request Recommended for approval ☐ Request Recommended for rejection

Date : _______________________________

Head (Trg)

JD(T)

Approved ☐ Rejected ☐

Date : _______________________________

(Director-in-Charge)