

Request Form for payment of Tuition Fees in three Equal Installments (B.E.)

Date \_\_\_\_\_

To,  
The Principal,  
Shri S'ad Vidya Mandal Institute of Technology,  
Bharuch.

**Sub. :- Request to allow for payment of Tuition Fees in installments for my ward studying at SVMIT, B.E (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 installments on or before the date mentioned hereunder :

Installment	Due Date
1 <sup>st</sup> Installment	26-08-2020
2 <sup>nd</sup> Installment	26-09-2020
3 <sup>rd</sup> Installment	26-10-2020

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

Regards,

Parent Signature :	Student Signature:
Name of Parent _____	Name of Parent _____
Relation (Father / Mother /Guardian): _____	Mobile Number : _____
Mobile Number : _____	Mail ID : _____
Mail ID : _____	Full Address : _____ _____
Full Address : _____ _____	Date : _____
Date ; _____	

Note : This request needs to be submitted in Accounts Section of the Institute.