

Application for Transfer

To be furnished by the parents / guardian at the parent Centre (from where the transfer is sought)

Date: _____

To,

The Centre Head,

FIITJEE _____ Centre

Sir,

I would like to forward an application for the following:

Transfer from _____ (Source Batch / Centre) to _____ (New Batch) / Centre. The

Reason for that change request is mentioned below:

The details of the Student are as follows

Student Name :
Program Name :
Enrollment number :
Name of the applicant (Parent / Guardian) :
Present Address :
Contact Number :
Batch Code:

Declaration :

I hereby declare that:

- a) The Particulars stated above are true and correct according to my information and knowledge.
- b) The decision made by FIITJEE Ltd, New Delhi shall be final in this regard and fully binding on us.
- c) I/We understand the terms and conditions of batch change and agree to abide by the same.
- d) The Study loss, because of transfer/batch change (if allowed) would be borne by us and the institute shall not be liable for the same.
- e) That I Have opted for Lump sum fee payment at the time of admission / On acceptance of my request I'll deposit the remaining installments of fee as one Demand Draft and will collect all un realized PDCs from FIITJEE before moving to the new centre.

- f) That I have compared the fee structure of my existing centre and the centre I am seeking the transfer. In case if the fee is higher at the new centre I'll pay the full difference of the fee.
- g) That I understand on acceptance of my request I'll pay the transfer fee through a Demand Draft in favor of "FIITJEE Ltd open test and Aptitude fee a/c" Payable at Chennai.

Transfer / Batch Change Fee

Rs.2, 000/- (Rupees two thousand only) for one year program

Rs.3, 000/- (Rupees Three thousand only) for Two year program

Rs 3,500/- (Rupees Three Thousand Five Hundred only) for 3 and 4 year Programs.

Signature of Student

Signature of Applicant
Parent/Guardian

Enclosures:

1. Copy of the Fee Payment Receipt
2. Copy of the Student's ID card
3. Proof of transfer of parents {Applicable only for Inter city Transfer if applied on grounds of transfer of Parents}
- 4.
- 5.

For Office Use:

Transfer Fee Collected: Amount: _____ Mode: _____ Instrument Number: _____ Dated: _____

Fee collected in lieu of PDCs Amount: _____ Mode: _____ Instrument Number: _____ Dated: _____

Fee Difference Collected Amount: _____ Mode: _____ Instrument Number: _____ Dated: _____

This is to certify that the above mentioned student has paid the full fee, fee difference and the transfer fee. No Fee / PDCs are due at the parent Centre and this transfer is done only on the basis of the consent of both (Parent Centre and the new Centre) the Center's Heads.

Authorized Signatory

Name of the official processing the transfer:

Designation:

Department:

Location: