To,

The Director I/C KICSIT

Subject: **Request for fee installments Spring 2021Semester.**

Respected Sir,

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,S/D/O\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Registration # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, request you that due to some financial constraints it is not possible for me to submit full fee of Spring 2021 semester at a time.

It is therefore requested to allow me to submit my fee of Spring 2021 semester in two installments of equal amounts. First installment will be submitted by **12th Feb, 2021** and second installment will be submitted by **2nd April, 2021** positively.

I assure you that both installments will be submitted by due dates and if I failed to submit my fee installments, institute reserves the right to drop my registration number from the roll calls for the current semester.

Thanking you,

Yours Obediently

Date: \_\_\_\_\_\_\_\_\_\_\_ Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class/Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father/Guardian Signature: \_\_\_\_\_\_\_\_\_

Father Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(For Office Use Only)**

**Remarks:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Senior Coordinator Students Affairs**

**Director I/C KICSIT**