

## Transfer Application Form

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

Name of the Student : \_\_\_\_\_

Father / Guardian's Name : \_\_\_\_\_

Enrolment Number : \_\_\_\_\_

Mobile Nos : \_\_\_\_\_

Email Id : \_\_\_\_\_

	Details of the Centre / Course where the student is presently studying in	Details of the Centre / Course where the student is seeking a transfer
Centre Name (City and Location)		
Program Name		
Batch Code		(To be filled by the office)
Mailing Address		

Reason for request of Transfer : \_\_\_\_\_

### Course Fee Details

- I have opted for the Lump sum fee plan and the fee payable for the entire course is already cleared.
- Once my transfer is approved, I'll clear all the pending PDCs by way of a Demand Draft.

**Transfer / Batch Change Fee** (To be paid by a Demand Draft in favour of FIITJEE LTD – Fee Collection A/c payable at the city where the student is presently Enrolled.) *Please tick the appropriate Box*

- 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.

### Declaration by the Parent / Guardian:

I hereby declare that:

- a. I'll not report to the new centre unless and until a written transfer advice is issued to me and will make sure that my ward keeps attending all the classes at the parent centre.
- b. For the seamless integration of student at the new centre, Please make sure that you are issued an ERP Generated transfer advice. You can see a word "Sovereign" printed on the right hand side bottom corner of the ERP generated advice.
- c. The Particulars stated above are true and correct according to best of my information and knowledge.

- d. The decision made by FIITJEE shall be final in this regard and fully binding on us.
- e. I/We understand the terms and conditions of batch / program / centre change and agree to abide by the same.
- f. 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.
- g. 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 for the full term of the course. For the other case if the fee is lesser, the same will not be adjusted / refunded.
- h. The scholarships offered differs from centre to centre. In case at a new centre the scholarship level is lower, the same will be applicable on the entire course fee. For the other case no further scholarships will be awarded.
- i. FIITJEE Reserves the right to decline the transfer request without assigning any reason.
- j. Transfer Fee Once paid can't be refunded under any circumstances.

Signature of Applicant (Parent/Guardian)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**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 Intercity Transfer if applied on grounds of transfer of Parents}

For Office Use:

Name of the officer who approved the transfer at the New Centre on email \_\_\_\_\_

Name of the officer who approved the transfer at the New Centre in ERP \_\_\_\_\_

Details of the Fee collected in lieu of PDCs    Amount:

Mode:

Instrument Number:

Dated:

Details of the 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 the heads of both Parent Centre and the new Centre.

Name of the official processing the transfer:

Designation:

Department:

Authorized Signatory

Location:

Instruction for the FIITJEE Officer – Please retain the original Application Form and send the photocopy of this form and Sovereign Advice to the New Centre.