

**APPLICATION FORM FOR PAYMENT OF ANNUAL FEES IN INSTALMENT
DUE TO FINANCIAL DIFFICULTIES**

(To be filled by student and sent the scanned copy of the same to the email ID mentioned below)

Date:

To
The Principal
Ghanshyamdas Saraf College of Arts and Commerce
Malad West
Mumbai.

Subject: Request for allowing Payment of Fees in Instalments

Respected Sir

I, _____ ID No. _____ student of class _____ have now been promoted to _____. I received an email on ____/____/2020 to complete the admission process and payment of fees.

I would like to request you to kindly allow me to pay the fees in two instalments due to the following reasons:

Reason:

I would like to furnish below details which clearly show my inability to pay fees in lumpsum.

- Total Monthly Income of the Family:
- Name of the Father:
- Occupation of the Father:
- Monthly Income of the Father During Covid-19:
- Name of the Mother:
- Occupation of the Mother:
- Monthly Income of the Mother During Covid-19:
- Any other earning member in the family:

I promise to pay the full amount of fees of Rs. _____ for A.Y. 20_____ in TWO instalments as and when the date falls due.

I hope you will consider my request and help me in continuing my studies.

Thanking You
Yours obediently,

Address:
Contact Nos:

Note: Attach Proof of Income to substantiate the information given above:

- Salary Slips for last 6 months
- In case of Self-employed / Business, income statement of last 6 months
- Or any other document to substantiate the above information

Please send the scanned copy of the form to respective course coordinator:

B Com SY	Prof Gurunathan Pillai	gurunathan.pillai@sarafcollege.org
B Com TY	Prof Gopal Sonar	gopal.sonar@sarafcollege.org
BMS	Prof Prajna Shetty	prajna.shetty@sarafcollege.org
BCAF	Prof Mamta Chhajer	mamta.chhajer@sarafcollege.org
BCBI	Prof Urvi Pillai	urvi.jain@sarafcollege.org
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B SC IT	Prof Sneha Khajane	sneha.khajane@sarafcollege.org