

To
The Principal
Silchar College, Kabirgram

Date:.....

Sub: Request for exemption in admission fee for the Session 2023-24.

Sir,

With due respect and humble submission, we request you to kindly exempt admission fee of our son/daughter (Name)

Application/Registration No-, who has applied for admission in B.A. 1st/ 3rd/5th semester (CBCS/FYUGP) in your esteemed college.

We declare that-

1. No family member of our family is a pensioner or employee of state/central government.
2. Total annual income of our family from all sources is below 2 lakhs.
3. The mentioned student planted a sapling and will nurture it. A photograph of the plant is attached with application form.
4. The mentioned student will attend classes regularly and follow all rules and regulation including dress code of the college strictly. If he fails to attend 75% of attendance, he will not be eligible for free admission in the next year.
5. If the mentioned student disturbs the educational environment of the college or causes any damage of property or prestige of the institution, he/she will be liable to cancellation of enrollment and financial punishment.
6. If this declaration regarding total family income is found false at any stage, admission of the candidate may be cancelled or fee shall be realized from the student.

Documents Attached herewith-

1. The Income certificate issued by the Circle officer
2. Updated bank passbook of parents

This is submitted for favour of you kind consideration and necessary action.

Yours faithfully

1. (Father)

2. (Mother).....