

Sr. No. _____

Processing Fee:- 100/-

UMA INSTITUTE OF MANAGEMENT & TECHNOLOGY

PANDEY BAZAR (CHAURAH) - AZAMGARH

COURSE BREAK/LEAVE FORM
(To be filled by Student)

Name of Student : _____

Father's Name : _____

Course : _____

Batch : _____

Roll No : _____

No Dues Form : ☐Applying For : ☐ Course Break* ☐ Course Drop (✓ Whichever is applicable)**Details of Receipts:**

Sr. No.	Receipt No.	Date of Receipt	Amount			Remarks
			Fee	GST	Total	

Reason for Transfer:

Declaration

I, _____ S/o / D/o _____ applying to transfer the course and understand and accept the implications of this request as discussed with counsellor. I also understand that this transfer request will not automatically be approved and may be subject to checks on qualifications, my records and UIMT rules.

Date: _____

Student's Signature

PART B**Transfer seeking to:****(For Office use only)**

Course : _____ Batch : _____ Roll No : _____

S.No.	Particulars	Fee of Previous Course	Amount Paid in Previous Course	Fee of New Course	Amount Adjusted	Balance to Paid
					Total	

Date : _____

Verified By:

(Signature of Accounts Assistant / Clerk)

Declaration

I agree to pay the difference of fee for new course as detailed above.

Date: _____

Student's Signature

Approved

☐

Rejected

☐

Date: _____

(Director-in-Charge)