

To
The Principal,
Sripat Singh College
Jiaganj, Murshidabad,
West Bengal-742123

Sub: Prayer for concession

Respected Sir,

This is to inform you that my son/daughter,, is seeking admission in Semester Due to financial constraints, I am unable to pay the full admission fees. Therefore, I am requesting a concession of Rs.....for my son's/daughter's admission.

Other relevant details:

- 1.Student Code:
- 2.Name of the Students:
- 3.Course:
- 4.Subject combinations:
- 5.Semester:
- 6.Roll no:
- 7.Guardian Name:
- 8.Occupation of guardian:
- 9.Annual Family Income:
- 10.Percentage of Class Attendance:
- 11.Any Supply Paper in the Previous Semester: YES/NO

If Yes mention the details:

(Verified by HOD)

Signature of the HOD

Benefits applied for/availed any Scholarship:

Fees Required	Fees Deposited	Concession granted	Fees due, if any

Signature of the guardian
(In front of the College Official)

Signature of the Student

Recommended by

Approved by the Principal

(Member, Concession Committee).

Date

(Signature of the Principal)