APPLICATION FORM FOR EXTENSION TIME FOR FEES PAYMENT
(Revised on 2nd Apr 2016)

1. Name in full: ........................................................................ Regn. No. ..............

2. Parent’s name ........................................................................ Phone No. ..............
   (F/M/G#): ........................................................................

3. Dept./Branch .......................................................................... Sem/Sec. ..............

4. Email ID ................................................................................ Phone No. ..............

5. Hosteller/Day scholar. If hosteller, specify the Hostel/Room No: .................

6. (i) Valid reason(s) for requesting the extension for fees payment.
   ......................................................................................
   ......................................................................................
   ......................................................................................
   (ii) Date by which the Fees will be paid: .........../........../..............

7. Supporting Documents attached.
   (i) Letter from parents stating the inability of payment on due date: Yes/No
   (ii) Documentary evidence of paying the fees by the approved revised date: Yes/No

8. Total nos. of backlogs: ..............................................................

9. Signature of the student: ......................................................... Date: ........../....../........

10. Remarks by FE, SMIT about outstanding fees if any: .........................
    ......................................................................................
    ......................................................................................

11. Recommended by HOD/ Dean (A)*: ........................................ Date: .........................

12. Approved by Director/ Dean (A): ............................................. Date: .........................

13. Duly filled in application endorsed/approved by the competent authorities along with
    supporting documents as stated above shall be submitted to the Dean (A) and the FE, SMIT for
    record and further actions.[Contact No: 03592-246145 OR 03592-246117/246118/246119/246120
    ext: 270, FE: 330, 226]

# F: Father/M: Mother/G: Legal guardian – Strike out whichever is not applicable
* Dean (A) only for 1st. year students and HODs for Higher semester students.