

FORM FOR TRANSFER OF ADMISSION

The Principal
Bunts Sangha's S M Shetty College of Science, Commerce and
Management Studies, Powai, Mumbai 400 076.

Date : _____

Respected Sir,

Subject : Transfer of admission from _____ class to _____ class.

REASON OF TRANSFER : _____.

This is to request you to kindly TRANSFER my admission in your college from _____
course to _____ course. My details are given below : -

I am enclosing herewith original challan by which I have deposited the fees in the college.

Kindly transfer the fees and refund me the difference amount (if any), please issue the cheque
in favour of _____.

Thank you.

Yours faithfully,

(Signature)

Name : _____

Address : _____

Tel. No. : _____ Mobile no. : _____.

REMARKS :

Course Co-ordinator

Chief Co-ordinator

Principal.

No Dues :

Librarian

Accounts department

Order for refund :

Registrar

Principal.
