



Date: ____ / ____ / ____

To,

The Joint Director / Office In-Charge
Christ Academy Institute for Advanced Studies - Bengaluru

Subject: Application for Payment of Fees in Instalments

Respected Father/Sir,

I _____, studying in the _____ Year of _____ (Course),
bearing USN/Admission No. _____, respectfully request permission to pay my
academic fees for the academic year _____ in instalments.

Total Fee Amount Payable	Amount Currently Being Paid	Remaining Balance Amount

The reason for requesting the instalment facility is:

I kindly request you to consider the above and grant me permission to pay the amount in instalments.

Proposed Payment Schedule for Balance Amount:

- **1st Instalment:** Amount ₹ _____ | Proposed Date: ____ / ____ / ____
- **2nd Instalment:** Amount ₹ _____ | Proposed Date: ____ / ____ / ____

I undertake to clear the remaining dues as per the proposed dates. I request you to kindly consider my request and grant permission.

Thank you.

Yours faithfully,



CAIAS
CHRIST ACADEMY
INSTITUTE FOR ADVANCED STUDIES

Student Name: _____

Course & Year: _____

USN/Admission No.: _____

Mobile No.: _____

Student Signature: _____

Terms & Conditions

- **Validity:** This instalment arrangement is applicable strictly for the current academic year only.
- **Timely Payment:** All instalments must be cleared up on or before the agreed dates. Failure to do so may result in late payment penalties or restriction from appearing in examinations/classes.
- **Non-Transferable:** The permitted instalment schedule cannot be carried forward to subsequent academic years.

Parent / Guardian Consent & Obligation

I hereby give my consent to my ward to pay the fees in instalments. I take full responsibility for ensuring that each instalment is paid in full on or before the due dates specified above.

Parent/Guardian Name: _____

Phone Number: _____

Signature of Parent/Guardian: _____

Recommendation of HOD

Remarks: _____

Name & Signature of HOD: _____



***** For Office Use Only *****

Status: Approved / Not Approved

Approved Instalment Schedule:

1. ₹ _____ due on ____ / ____ / _____

2. ₹ _____ due on ____ / ____ / _____

Remarks: _____

Joint Director - Administration

Signature & Seal