

College Leave Certificate (TC) / Application for Cancellation / Grant of Admission

No.

Date: __/__/__

Full Name of Student - _____

Complete Address - _____
_____ Phone no.- _____ Mob. No. - _____

To,
Director,
Karmaveer Bhaurao Patil
Institute of Management
Studies and Research, Varye, Satara

Subject: Requesting to get T.C.

Respected Sir,

T.C. is required.

A) I want to cancel my admission in _____ class and get TC

B) I have passed/failed the _____ examination. Get T. C. accordingly

1) Full Name- _____

2) Class currently studying - _____

3) Class taken in first year - _____ Roll no. - _____ Div- _____

4) Last Passed / Failed Final Examination - _____

(Attested Xerox copy of mark sheet should be attached)

5) Reason for requirement of T.C. - _____

6) Reason for cancellation of admission: _____

7) T.C. Fee _____ payment receipt no. _____ Date: _____

8) Date of Birth- _____

Yours Faithful,

(Sign of Student)

Instructions: 1) Students must have ID while requesting for TC.

2) The above documents cannot be requested through parents or others.

3) The document / certificate will be received after 3days after submitting the application.

Students should obtain the signatures of the departments below for the demand of TC

1) Head of Office

2) Library

3) Account Division/Cashier