

Undertaking for Payment of Balance Fees

FORMAT – III

To,
The Principal,
BFCACS,
Vashi.

Subject: Undertaking for Payment of my Balance Fees.... Regarding

Respected Sir / Madam,

Wit reference to the above subject, I the undersigned Mr./Ms. _____, have taken admission to the First year of _____ for the academic year 20__ - 20__. During admission process I have **Paid** the **Amount Rs.** _____ [In word Rs.: _____] to your good office. My balance fees of Rupees are _____. I hereby assure you that, I will pay the balance fees in the following One / Two Instalment[s]. The details of repayment of balance Fees are as mentioned below:

Sr. No.	Name of Document[s]	Remark[s]
01	First Instalment of Rs.	Up to _____ 202
02	Second Instalment of Rs.	Up to _____ 202
03	Third Instalment of Rs.	Up to _____ 202
04	Fourth Instalment of Rs.	Up to _____ 202

I hereby undertake that; I will pay my balance fees to your good office by _____ **from the date of my admission. Failing which I am aware that, my admission stands cancelled automatically and, in that case, I am fully responsible for my academic losses.** Hence this undertaking is given by me on _____ without any force / pressure, on my own.

[Name & Signature of Student]
Admitted to the Class: _____
Contact No.: _____
Date: _____