



Prompt
Education Service

PAYMENT MEMO

Date : Month & Year of exam:

Student Name : Course Name :

Course Year : Contact details:

Fee Description	Registration Fees	1st Installment		2nd Installment		3rd Installment		4th Installment	
	AMT	AMT	Due Date	AMT	Due Date	AMT	Due Date	AMT	Due Date
1. Registration Fees									
2. Tuition Fees (Year 1)									
3. Tuition Fees (Year 2)									
4. Tuition Fees (Year 3)									
TOTAL FEES									

Notes :

1. Registration Fee is to be made as soon as the admission is accepted
2. No refund in any case
3. If paid in installments, the first installment should be at least 40% of the total fee.
4. Installment payments will carry a additional service fee of 5% (five)
5. In the event the cheque is dishonored, action would be taken against it.
6. In the event the course fees are not paid timely the institute reserves the right to strike off the name of the student from the Institute records. In such cases, no refund request would be entertained

Name of the Academic counselor

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Signature of the Student

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