



Aliah University
Action Area IIA/27, New Town, Kolkata-700160

Fees concession Form

(Please fill out the form in English)

15. Paste a recent passport or stamp-size colour photograph and have it cross-signed by the HOD

1. Name of the Student: _____
2. Department: _____ 3. University Reg no: _____
4. Roll no: _____ 5. Last semester examination passed & session: _____
6. Marks obtained /CGPA in last semester examination: _____
7. Semester & session applying for Fees concession: _____
8. Number of Classes taken: _____ 9. Number of Classes attended: _____ 10. % _____
11. Annual family income: _____
12. Whether belongs to BPL category? (Yes/No): ____ If yes, BPL certificate no: _____
13. Whether availing any scholarship? _____ Amount per year _____
14. Additional remarks / comments if any (use extra sheet if necessary)

Full Signature of Student

(For Office Use only)

Remarks / Comments from Head of the Department (use extra sheet if necessary)

Signature of HoD & Official seal

Resolution taken by Fees concession Committee (use extra sheet if necessary)

Signatures of members of Fees concession Committee:

Instructions for Filling the Form

1. Students must complete all the required fields in the form (Points 1 to 15).
2. Students must attach supporting documents for each of Points 1 to 12.
3. All attached documents and any additional sheets must be self-attested and verified by the Head of the Department (with signature and official seal).
4. The Roll Number should be the Roll Number of the current course.
5. If the Roll Number or Registration Number has not been assigned, a letter from the Head of the Department stating the reason must be attached.
6. Points 8, 9, and 10 should correspond to the Semester and Session for which the fee concession is being applied.
7. Incomplete forms, unverified forms, or forms without proper supporting documents will be rejected.