



# Sriram Institute of Professional and Vocational Studies

## BREAK FORM

**To be filled by a student or by his/her parents in their own writing.**

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Batch Timing \_\_\_\_\_

Father's Name \_\_\_\_\_

Course \_\_\_\_\_

Roll No \_\_\_\_\_

Respected Sir/Madam,

I request you to give me break from \_\_\_\_\_ to \_\_\_\_\_

Due to \_\_\_\_\_

I will join the course on or before \_\_\_\_\_. I request you; kindly provide me the backup classes for the same from my absence period till my date of joining.

I assure you that I will pay all my fees on or before my schedule date. If I fail to pay my monthly fees on or before my schedule date during my absence then Institute is not liable to provide me the backup classes and I will cover all the topics myself, which is covered during my absence.

I will join the institute on above mentioned date. If I will join after this date then all the topics which are being covered in the class, I myself will cover the topics and Institute is not responsible for those classes.

Parents sign: \_\_\_\_\_

Student Sign: \_\_\_\_\_

Parents Contact No \_\_\_\_\_

Director/Principle Sign: \_\_\_\_\_

**Terms of taking a Break:**

1. A student can take only 1 month/ Year break during his/her entire course duration.
2. Min 7 days or max 1 month break can be given during the course.
3. After 1 month if student needs more break period then Rs. 500/- will be charged for 15 days break extension.
4. Student must have to pay his/her monthly Fees for the same month and next month fee in advance if student wants a break more than 15 days.