

Application for Change of Programme /Course

Date:

1	Name of the Student		
2	Contact Number of the Student		
3	Enrolment No		
4	Whether the Original ID Card has been surrendered	Yes/No	
5	Details of Programme originally Enrolled	Programme Name & Code	Course Name & Code
			(1). (2).
6	Change Requested to	Programme Name & Code	Course Name & Code
			(1). (2).
7	Fee Payment Details(in Rupees)		
	Additional Fee: i.e. Study Material Cost	Processing Fee	Total
8	Fee Remittance Details		

Signature of the Student

Note:- The student is permitted a one-time change of Programme in the first semester of study only, before the completion of the respective Calendar year/Academic year admission process. A student opting for a change in the Programme/Course should pay: The additional amount of Programme fee, i.e.20% of Programme Fee for Change of Programme/Course, over and above the fee already paid for the original Programme.

The student should write to the Director, CDOE, VISTAS in the prescribed form given in <https://vistascodex.in/download-forms/> with a fee of Rs.1000/- towards processing fee plus additional programme fee paid vide using Debit Card/Demand Draft drawn in favour of “VISTAS-CDOE” payable at

Chennai. In case, if the Programme fee already paid for the first opted Programme are more than that of the newly opted Programme, no refund of the difference in the amount shall be made to the student.

For online payment Account No: **923010045038449**, Account Name: **VISTAS- CDOE**, IFSC Code: **UTIB0000083**, Bank Name: **Axis Bank Ltd**, Branch: **Madipakkam, Chennai**.