

## Request Letter for Migration

I \_\_\_\_\_ S/o/D/o \_\_\_\_\_ having: -  
Mobile No.: - \_\_\_\_\_ Roll No: - \_\_\_\_\_  
Address: - \_\_\_\_\_  
Email Id: - \_\_\_\_\_ Course: - \_\_\_\_\_  
Session: - \_\_\_\_\_ Online Ticket no. (if any) \_\_\_\_\_

Request Delhi Academy of Medical Sciences Pvt. Ltd/ DAMS Sky Pvt. Ltd. to migrate my course/center from \_\_\_\_\_ to \_\_\_\_\_.

(Signature of Student)

Date

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I \_\_\_\_\_ S/o/D/o \_\_\_\_\_ having: -  
Mobile No.: - \_\_\_\_\_ Roll No: - \_\_\_\_\_  
Address: - \_\_\_\_\_  
Email Id: - \_\_\_\_\_ Course: - \_\_\_\_\_  
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Request Delhi Academy of Medical Sciences Pvt. Ltd/ DAMS Sky Pvt. Ltd. to migrate my course/center from \_\_\_\_\_ to \_\_\_\_\_.

For Administration: -  
Received on \_\_\_/\_\_\_/2\_\_\_ by \_\_\_\_\_

Sign. Of admin. Officer: \_\_\_\_\_

Seal

## Terms and conditions: -

- DAMS do not encourage/promise migration of any course/center once admission is done. The student himself/herself have to check the compatibility of DAMS course/center before getting enrolled. The student himself /herself shall be solely responsible for course /schedule compatibility or otherwise.
- DAMS reserve all right to migrate any student from one course/center to the other in exceptional case at its sole discretion.
  - Only those students will be eligible for migration whose batch/class have not commenced and only in case if any seat is available at proposed center.
  - Migration request will be considered only if the student has paid full course fees at 1<sup>st</sup> center.
  - The student shall submit [request](#) for migration along with proper details of fee paid at the 1<sup>st</sup> center duly certified from the In-charge of 1<sup>st</sup> center to the proposed Centre In-charge where migration is required/ sought and email @ [info@damsdelhi.com](mailto:info@damsdelhi.com) .
  - DAMS do not guarantee the course/schedule compatibility at proposed center. The student himself /herself shall be solely responsible for course /schedule compatibility or otherwise.
  - In case student request for migration is accepted, then in addition to differential fees (plus GST) student will have to again pay Rs.5000/- as admin charges.
  - Study material will be provided from 1<sup>st</sup> center in case of migration request is accepted.
  - If student requests for migration from higher course fees to lower courses fees then, he is entitled to the refund of differential fees subject to the following conditions: -
    - (a) Deduction of admin charge of Rs.5000/-
    - (b) Migration request must be made at least 1 month prior to the commencement of class of 1<sup>st</sup> course
    - (c) Student must not have taken any books/online services/E medicoz etc, else cost of books/online services/E medicoz shall be deducted.
  - If student's classes of one course/at 1<sup>st</sup> center have commenced: - Admin charge of Rs.5000/- and proportionate amount of fees (for class commenced) will be deducted from fees already paid and balance paid fees will be adjusted with new course/center fees.
  - In case student want to migrate in the beginning of new session then he has to inform the management in writing either at time of registration of course or at least six months before the commencement of session at proposed center.
  - For calculation of proportionate fees, class commenced till date of acceptance of migration application will be taken and not the number of classes actually attended by the student.
- **DAMS Management can withdraw/amend the migration policy at any time without any prior notice.**
- **This policy does not construe any guarantee to migrate course/center in any case at all.**
- **To accept and process migration request of student for any course/center is the discretion of the management. Management can refuse to accept/process migration request of any student without any intimation/ explanation.**

**Undertaking by student:** I \_\_\_\_\_ hereby acknowledge that I have read the “Terms & Conditions” of Migration of the Institute mentioned above and I hereby agree to abovementioned terms & conditions.

(Signature of Student)

Date