



To:
Office of Admission
President University

Date: _____

Subject: **Guarantee Letter**

Sir,

I, _____ (Parent) of _____ (name of the student)
having registration no. _____ studying in _____ (name of programme)
in the _____ term, state that my ward would not be able to submit Rp _____
for the next term by the due date, as prescribed by the University because of _____

Therefore, on his/her behalf, I would like to request for an extension in the payment of fee by _____
_____ (date).

I acknowledge that extension in the payment of fee (if approved) is a special gesture given by President University and will be paid before the expiry of the extension date.

I declare and acknowledge that in case of non-payment of payment within the extension, as permitted, my ward will not be permitted to join class of 2018/2019. President University can take all necessary action(s) as per its rules, regulations and policies.

Regards,

Parent's Signature

Name

Relationship with the student : _____

Contact Numbers:

Phone : _____

Mobile No. : _____

Email Id. (if any) : _____