



SYMBIOSIS CENTRE FOR DISTANCE LEARNING

Symbiosis Bhavan, 1065-B Gokhale Cross Road, Model Colony, Pune-16 | Tel: 020-66211000 - 20 | Fax: 020-66211040 / 41 | Website www.scdl.net

SERVICE REQUEST FORM

Student Query related to (✓)

Section A. Student Details

(TO BE FILLED IN BLOCK LETTERS ONLY)

Section B

Registration No: _____ Full Name: _____

Section C

Contact No.: _____ E-mail id: _____

Section D

Present Address : _____

If Address / Email id / Contact # has changed pl ✓ here and fill Section C. pt. # 1.

Note: * **Symbolizes Administrative Charges applicable.** Student has to pay the Charges through DD in favour "The Director SCDL", at Pune or by cash at the SCDL office at Pune. Refer the revised rate card for the charges applicable, put up on website.

Section B. Enrollment

(Please Tick a the appropriate box & attach attested documents & DD respectively, if applicable)

- 1) Admission Letter & Confirmation Kit Not Received Redispatch at above address
- 2) Request Duplicate ID/Barcode* Photo (required for duplicate ID Card) Barcode
- 3) Request to confirm Adm'n status Grad. / Prov.Cert Diploma Cert. Work Exp. or DOB Cert. Photographs Name Change (Marriage Cert./Affid.)
- 4) Request Adm'n Reactivation* Did not pay complete program fees Admission Provisional (if applicable fill section B pt. # 3)

Section C. Profile / Demographic

(Please Tick ✓ the appropriate box & attach attested documents & DD respectively, if applicable)

- 1) Address/Email id/Contact # Change _____
- 2) Profile Change DOB (SSC Marklist) Name Change (Marriage Cert./Affidivate) Spz Change: _____ (Mention any one Spz) (PGDIM : GI, LI) (PGDBA : MRK, FIN, HR, CRM, OPR)
- 3) SLM Dispatches* Kit Purchase / Returned & Redispatch Loose Book/s E-Learning CD Recorded Video Lecture CD
 Semester: 1 / 2 / 3 / 4 / 5 / 6 (Mention the semester number in the check box)
Mention subject name for loose book / CD / Recorded Video Lecture CD: _____
- 4) DD Transfer from Suspense a/c: DD Copy Bank Issue letter Bank Encashment Letter (applicable only if DD is paid but not traceable)
- 5) Program Fee Receipt Dup. Fee Receipt Fee Structure (Only for Educational Loan Purpose)
- 6) Online Assignment Additional Attempt Release* Subj. Name/s _____
- 7) Project Submission* Late Submission Re-Submission
- 8) Program Change* Applied for: _____ Spz(if any): _____ SLM Returned
- 9) Dual Specialization* Applied for: _____ (Applicable only for PGDBA Enrolled students. Mention one Spz. other than the primary spz opted: MRK,FIN,HR,CRM,OPR)
- 10) Category Change to NRI* Visa copy Passport copy Address proof

For the category change student has to attach all the attested photocopy of the documents and the DD with the Service Request Form.

Section D. Evaluation

(Please Tick ✓ the appropriate box & attach the Demand Draft & documents if applicable.)

- 1) Academic Status* Re-evaluation (Project reports/ submission/case studies) Provisional Cert. Mark Sheet Dup Diploma Cert. Transcripts (Attach Dip.cert. & mrkshst copy)
- 2) Grace Marks Assignment Examination Projects/Case Studies Practicals / Other

(For 2 & 1 Year PGD Programs only)

(Note: Mention subject name & marks required (<=10))

(Note: Maximum 10 grace marks can be granted in only one subject i.e. assignment / exam / projects / case studies / practicals, subject to all subjects assignments, exams, projects, case studies, practicals are cleared by the student).

Section E. Payment Details

(Cash payment is accepted only at SCDL cash counter, Pune. And mention your registration # behind the demand draft. Attach the original Demand draft with this form if applicable and fill the following details.)

Demand Draft Details: DD No.: _____ DD Date: _____ Amount: _____ Bank: _____

Reason For Request / Payment :

Declaration: I here by confirm that the above details provided by me are correct to the best of my knowledge and I am aware that the above payment is non-refundable and non-transferable and agree the same.

Date of application: _____

Student Signature: _____