

Performa for application to intimate exit from the third year of Program

Date:-

[Student's Name]

[Student's Enrolment No.]

[Student's Course & Year]

To,
The Principal,
Vidyabharti Trust College of Business,
Computer-Science And Research,
Umrakh

Sub: Application to intimate exit from the third year of Program

Respected Sir/Madam,

I, _____ *Student's Name* _____, have successfully completed the Third Year of BBA/BCA in the April-2026 from Vidyabharti Trust College of Business, Computer-Science and Research, Umrakh and wish to exit from the program.

I am attaching the marksheets of First Year, Second Year, Third Year of BBA/BCA and details of the internship/vocational course for reference.

I will submit online application for award of degree as and when announced by the university along with prescribed fees.

Yours sincerely,

[Student's Name & Signature]

[Student's Mobile Number]

[Student's Email ID]

Encl : 1. Copy of Marksheets
2. Details of Internship/ vocational course