

TheCorrelation School of AI and Data Science

APPLICATION FORM : Request for Exceptional-Circumstance Hold of Academic/LMS Services and/or Batch Transfer

*Under the Late Fee, Payment Default and LMS Access Policy
Policy adopted: 16 September 2026 | Effective: 21 September 2026*

A. Student / Admission Details

Student Name: _____

Student ID / Admission No.: _____

Course / Programme: _____

Admission Batch: _____

Current Batch: _____

Mobile Number: _____

Email Address: _____

B. Type of Request

☐ Temporary Hold / Pause of Classes and LMS Services

☐ Batch Transfer

☐ Temporary Hold followed by Batch Transfer

☐ Extension of an already approved Hold

C. Details of Exceptional Circumstances

Please describe the circumstances that have materially affected your ability to continue the programme or comply with the normal payment/academic schedule.

D. Requested Hold Period

Requested start date of hold: _____

Requested end date of hold: _____

Expected date of return / continuation: _____

E. Supporting Documents

Please list the documents submitted in support of this application. Documents should reasonably establish the circumstances stated above.

1. _____

2. _____

3. _____

4. _____

☐ I have attached the supporting documents listed above.

☐ I understand that the Institute may request additional documents or clarification.

F. Fee and Dues Declaration

I understand that submission of this application does not automatically stop the normal fee, late-fee, LMS, or academic-service provisions. I understand that all applicable fee dues and late fees up to the approved effective date of the exception must be cleared before the approved hold becomes effective.

Outstanding instalment dues (if any): ₹ _____

Late fee dues up to proposed effective date (if any): ₹ _____

Other dues / charges (if any): ₹ _____

G. Student Declaration

I hereby request consideration under the Exceptional Circumstances and Humanitarian Consideration provisions of the Institute's Late Fee, Payment Default and LMS Access Policy. I confirm that the information provided in this application is true and complete to the best of my knowledge and that the supporting documents submitted are genuine.

I understand that an application does not constitute approval. The exception will become effective only after management approval, submission/verification of required supporting documents, and clearance of applicable dues and late fees up to the approved effective date.

I further understand that an approved hold does not create an entitlement to a refund of fees already paid and that batch transfer, continuation, extension, or any arrangement beyond the approved period remains subject to the Institute's policy, batch availability, and management approval.

Student / Parent / Guardian Name: _____

Signature: _____

Date: _____

H. For Institute Use Only

Application received on:	
Documents verified by:	
Dues verified by:	
Approved effective date:	
Approved hold period:	
Batch transfer required:	☐ Yes ☐ No
Pro-rata / transfer charge:	₹ _____
Additional conditions:	
Decision:	☐ Approved ☐ Approved with conditions ☐ Not Approved

Authorised by: _____

Designation: _____

Signature: _____

Date: _____

Important Notes

- Approval is discretionary and is not automatic.
- The hold is effective only from the date specifically approved by the Institute; it is not retrospective.
- All applicable fee dues and late fees up to the approved effective date must be cleared before the approved hold takes effect.
- No refund is payable merely because a hold or batch transfer is approved.
- Batch transfer is subject to batch availability and the applicable policy/charges.
- Where services remain halted for an extended period, the six-month suspension and withdrawal provisions of the policy continue to apply unless management expressly approves otherwise.
- For LMS reinstatement after a payment-default suspension, the applicable outstanding fee, outstanding late fee and ₹2,000 LMS reinstatement charge must be cleared.