**Standing Instruction / Authorisation to Transfer College Fees from my** **BOB account**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

The Manager

Bank of Bhutan

Branch:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub: Authorisation/Standing Instruction for transfer of College Fees

Dear Sir/Madam,

I hereby authorise your good office to kindly transfer a sum of Nu.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in words Nu.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) from my BOB Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to RTC’s BOB Account No.100917217 being the college fees for Fall Semester 2020 in respect of Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Enrol No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Progamme\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and phone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The above authorisation is valid only for transfer of College Fees for Fall Semester 2020 and is not valid for any other purpose.

Thanking you,

Sincerely,

(Authorised Signatory and Account Holder’s Name)

Contact No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email signed and color scanned/picture of this authorisation to RTC Finance office email: fin@rtc.bt

**Application Form to Pay College Fees in Cash**

|  |  |  |  |
| --- | --- | --- | --- |
| **PLEASE READ THE UNDERTAKING AND DECLARATIONS CAREFULLY BEFORE COMPLETING THE FORM.** | | | |
| **Student Enrol No.** |  | **Student Name:** |  |
| **Programme:** |  | **Semester:** |  |
| Tick one: Boarder / Day Scholar / CE | | **Contact No.** |  |
| Do you have a bank account (tick as appropriate)?   * No * Yes, if Yes, which bank do you have your account with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * If Yes, reason why you are unable to pay through bank account: | | | |
| Does your parent / guarantor for fee payment have a bank account?   * No * Yes, if Yes, which bank do you have your account with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * If Yes, reason why you are unable to pay through bank account: | | | |
| Explanation / Reasons for payment in cash: |  | | |
| In case the college is able to arrange an off-site collection of cash, please provide your physical address. In such a case, please note that only authorised RTC personnel will be deputed to collect cash and College won’t be responsible if the payment is made to non-authorised person or otherwise. | | Address:  Contact No: | |
| **Undertaking & Declaration**   1. I understand that based on the above information, I may be allowed to pay the College fees in cash for this semester. 2. I also agree that I shall arrange to pay the fees positively as soon as mobility becomes possible even if the lockdown is not fully lifted. 3. However, for the upcoming semesters, I hereby agree to pay the College fees through mobile banking option or non-cash modes/bank transfers. I fully understand that the College would not be accepting any cash payments henceforth. 4. I hereby certify that the above information provided is true to the best of my knowledge. I understand that I may be liable for any incorrect information or for misrepresentation.     (Student’s Signature) (Parent’s Signature) | | | |