

## Application format for change in the student's profile

The Principal  
BCM Arya Model Sr. Sec. School  
Shastri Nagar  
Ludhiana  
Date \_\_\_\_\_

Respected Madam,

Kindly make the changes in my ward's profile as per the details given below:

(Tick (✓) the change desired)	Change	Previous	New
	a) Student's Name		
	b) Father's Name		
	c) Mother's Name		
	d) Address		
	e) Phone No.		

I'm enclosing the requisite supporting document for the same. Kindly do the needful at your end and oblige.

Thanking you

Yours sincerely

  

\_\_\_\_\_

**Please Note:**

- 1) Application will be accepted in this format only.
- 2) Photo copy of the format may be used.
- 3) Change in the profile is permissible till class VIII only.
- 4) Fee of Rs. 150 will be charged per change in the profile (a, b and c)
- 5) Affidavit of first class magistrate will be required to make any change in the name of student, mother or father.

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**For Office Use Only**

Name : \_\_\_\_\_ Class/ Section: \_\_\_\_\_  
Admission No : \_\_\_\_\_ Receipt No : \_\_\_\_\_