



Pimpri Chinchwad Education Trust's
Pimpri Chinchwad College of Engineering & Research,
Plot No. B, Sector no. 110, Laxminagar, Ravet., Pune. 412101,
An Autonomous Institute | NBA Accredited (4 UG Programs) |
NAAC A++ Accredited | ISO 21001:2018 Certified

Website: <http://www.pccoer.com/> , Phone: 8237238080, E-mail: pccoer.ravet@gmail.com



Format for student leaving without completing the course

Date: ____/____/20____

To,
The Director
Pimpri Chinchwad College of Engineering & Research
Ravet, Pune – 412101

Subject: - Request to issue college leaving certificate

Sir,

I Mr./ Ms. _____ had taken admission to _____ Year
BBA/ BCA course in _____ (Year & Branch) in Pimpri Chinchwad College of Engineering &
Research, Ravet, Pune for the academic year 20____-20____.

I Could not successfully complete the said degree course
in the year because of following reason.

1. _____

Further, I do not intend to continue my further studies in engineering course. I, therefore
request you to kindly issue me the college Leaving Certificate. I am also submitted herewith the written
consent from my presents for cancellation of my admission from this college.

Student Mob. No. _____ Parent Mob. No. _____

Consent of the parents:

Signature of the applicant

Enclosures:

1. Xerox copy of last exam Mark Sheet 2. Fee receipts. 3. Identity Cards

CLEARANCE DETAILS:-

1	Concerned HOD		5	Hostel	
2	Workshop		6	Scholarship I/C	
3	Library		7	Accountant	
4	Student Section I/C				

Registrar

Principal

Note: L.C. will be issued after 15 days after submission of this application.