

## Revised fee for Change of Programme/ Medium/ Elective/ Credit Transfer and other services

| Sl. No.  | Description   | Existing fee  | Revised fee   |
|----------|---|---|---|
| 1        | 2   | 4   | 4   |
| <b>1</b> | <b>Change of Programme</b>  |   |   |
| i)       | BDP<br>(BA/B.Com/B.Sc./BTS)   | ₹ 500/-plus<br>₹ 300/-per 2/4 credit course and<br>₹ 600/-per 6/8 credit course.  | ₹ 600/-plus<br>₹ 350/-per 2/4 credit course and<br>₹ 700/-per 6/8 credit course.  |
| ii)      | Master's Degree   | A student has to pay the full fee for the new Prog and he/she has to forfeit the fee paid for the earlier Prog. opted by him/her. | A student has to pay the full fee for the new Prog and he/she has to forfeit the fee paid for the earlier Prog. opted by him/her. |
| <b>2</b> | <b>Change of Medium</b>   |   |   |
| i)       | BDP<br>(BA/B.Com/B.Sc./BTS)   | ₹ 300/-plus<br>₹ 300/-per 2/4 credit course and<br>₹ 600/-per 6/8 credit course.  | ₹ 350/-plus<br>₹ 350/-per 2/4 credit course and<br>₹ 700/-per 6/8 credit course.  |
| ii)      | Master's Degree   | ₹ 300/-plus<br>₹ 500/-per 2/4 credit course and<br>₹ 1000/-per 6/8 credit course.   | ₹ 350/-plus<br>₹ 600/-per 2/4 credit course and<br>₹ 1200/-per 6/8 credit course.   |
| <b>3</b> | <b>Change of Course/Elective</b>  |   |   |
| i)       | BDP<br>(BA/B.Com/ B.Sc./BSW/BTS)  | ₹ 300/-per 2/4 credit course and<br>₹ 600/-per 6/8 credit course.   | ₹ 350/-per 2/4 credit course and<br>₹ 700/-per 6/8 credit course.   |
| ii)      | Master's Degree   | ₹ 500/-per 2/4 credit course and<br>₹ 1000/-per 6/8 credit course.  | ₹ 600/-per 2/4 credit course and<br>₹ 1200/-per 6/8 credit course.  |
| <b>4</b> | <b>Issue of 'Duplicate' Student Id. Card</b>                            |   |   |
| i)       | Student Id. Card  | ₹ 200/-   | --NIL--   |
| <b>5</b> | <b>Migration Certificate</b>  |   |   |
| i)       | Migration Certificate   | ₹ 400/-   | ₹ 500/-   |
| <b>6</b> | <b>Credit transfer/credit exemption (internal &amp; external)</b>       |   |   |
| i)       | Under-graduate Programmes<br>(including Certificate &<br>Diploma Prog.) | ₹ 200/-   | ₹ 250/-   |
| ii)      | Post-graduate Programmes  | ₹ 400/-   | ₹ 500/-   |
| <b>7</b> | <b>Change of Name</b>   |   |   |
| i)       | All Programmes  | ₹ 400/-   | ₹ 500/-   |

**Note: All such requests for change of Elective/Course should be addressed to the Regional Centre only as per schedule (within 30 days from the last date of applying for admission/registration).**

To,  
 Regional Director  
 IGNOU Regional Centre  
 Saurashtra University Campus  
 Rajkot - 360005

**Sub.: Request for Change of Course/Elective of programme**

|                            |   |  |  |  |  |  |  |  |  |  |  |
|----------------------------|---|--|--|--|--|--|--|--|--|--|--|
| <b>Name of Programme :</b> |   |  |  |  |  |  |  |  |  |  |  |
| <b>Enrollment No.:</b>     | <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> |  |  |  |  |  |  |  |  |  |  |
|                            |   |  |  |  |  |  |  |  |  |  |  |
| <b>Name of Learner:</b>    |   |  |  |  |  |  |  |  |  |  |  |
| <b>Study Centre Code :</b> |   |  |  |  |  |  |  |  |  |  |  |
| <b>Contact No.:</b>        |   |  |  |  |  |  |  |  |  |  |  |

|                                    | <b>From</b> | <b>To</b> |
|------------------------------------|-------------|-----------|
| <b>Elective Course</b>             |             |           |
| <b>Application Oriented Course</b> |             |           |

Fee Details: Demand Draft in favour of **IGNOU payable at Rajkot**

Demand Draft No. .... Date .....

Amount ₹. .... Drawn on .....

Name & Address  
 .....  
 .....  
 .....

Signature.....  
 Date.....

**[Note: Applicant should attach Xerox copy of IGNOU Student Identity Card duly attested]**

For CBCS Based Bachelor's Degree Programme, change of course is **NOT permitted** in CBCS-Based BAG/BCOMG and BSCG Programmes. **For Master's Degree Programme, the fee for change of course is Rs.600/- for 2/4 credits and Rs.1200/- for 6/8 credits course.** Payment should be made by way of a Demand Draft drawn in favour of **"IGNOU" payable at Rajkot.** All such requests for change of Elective/Course should be addressed to the Regional Centre only as per schedule.